



# VISITORS BEHAVIOUR POLICY AND PROCEDURE

## POLICY

Visiting Archers from other AA recognised clubs are welcome to shoot at SVAC with the strict understanding that they comply with conditions of admission and must not conduct themselves in an aggressive, offensive or unprofessional manner towards any member of SVAC or the public. Visiting Archers do not have the right to challenge, ignore or dispute any SVAC Policy, Procedure, or Guideline.

## CONDITIONS OF ADMITTANCE

### PRIOR TO SHOOTING

Visiting Archers:

- Must show their current and valid AA card at sign in
- Must pay the nominated Visitors Line Fee
- Must place their name on the Target Allocation board in a position suitable to the club
- Must accept being moved on the Target Allocation board if required by club events
- Must accept being denied admission if space on the line is required by SVAC members
- Must abide by all SVAC policies, procedures, and guidelines
- Must abide by all Field Captain instructions
- Must abide by all reasonable requests as directed by a SVAC Committee Member

### EQUIPMENT

Visiting Archers are expected to ensure their equipment is in a safe and well-maintained condition

### PERSONAL BEHAVIOUR

Visiting Archers are expected to conduct themselves in a polite and friendly manner and:

- Must not behave in an aggressive, offensive, or unprofessional manner
- Must not disparage, vilify, belittle, or denigrate SVAC club or SVAC members
- Must not use foul, indecent or unacceptable bad language in or around the clubhouse or on the line
- Must not participate or behave in any lewd, vulgar, or offensive behaviour in or around the clubhouse or on the line

### BREACHES OF CONDITIONS

In the event that a complaint is made to a SVAC Committee Member regarding a breach of any of the above by a Visiting Archer, the SVAC Committee Member will relay the complaint to another SVAC Committee Member. Both SVAC Committee Members will then address the matter immediately with the Visiting Archer. The Visiting Archer will be afforded the opportunity to explain and apologise for their actions to either the club membership in general or to a single or group of member/s, depending on the circumstances.

### VISITOR CHOOSES NOT TO APOLOGISE

If the Visiting Archer chooses not to apologise, the following will occur:

- They will be advised immediately that they are now banned from our club indefinitely until they apologise
- Their name will be crossed out of the sign in book
- Their name will be removed from the Target Allocation board



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- Their name will be removed from our event in Archers Diary
- Their Visitors Line Fee will be refunded
- They will not be permitted to enter the clubhouse
- They will be asked to leave our grounds
- If shooting is underway, shooting will not continue until they have left the grounds
- The details of the matter and the ban will be added to the Banned Register held in the Canteen near the sign in book
- The details of the matter and the ban will be forwarded to the President of their Club

### VISITOR APOLOGY NOT ACCEPTED

If the Visiting Archer apologises but their apology is not accepted for any reason, the following will occur:

- They will be advised immediately that they are now banned from our club for a minimum of two (2) years, either as an individual archer or as a competitor in a tournament
- Their name will be crossed out of the sign in book
- Their name will be removed from the Target Allocation board
- Their name will be removed from our event in Archers Diary
- Their Visitors Line Fee will be refunded
- They will not be permitted to enter the clubhouse
- They will be asked to leave our grounds
- If shooting is underway, shooting will not continue until they have left the grounds
- The details of the matter and the ban will be added to the Banned Register held in the Canteen near the sign in book
- The details of the matter and the ban will be forwarded to the President of their Club

It will be the responsibility of all SVAC Committee Members to ensure they do not permit the banned visitor from signing in until the completion of the two (2) year ban. This may also require informing other members who assist behind the counter of the banned visitor.

### VISITOR APOLOGY ACCEPTED

If the Visiting Archer's apology is accepted, they will be permitted to continue to shoot on our grounds. However, if there is another instance of unacceptable behaviour, they will be advised immediately that they are now banned from our club for a minimum of two (2) years, regardless of their apology.

### FURTHER BREACHES

If, after the completion of the two (2) year ban, the Visiting Archer again breaches the Conditions of Admittance, the ban will be permanent, they will no longer be permitted to shoot on SVAC grounds ever again, and any application for membership will be denied.

### ACKNOWLEDGEMENT OF COMPLETION OF BAN

The President will acknowledge the completion of the ban by filling in the Acknowledgment of Completion details in the Banned Register held in the Canteen.

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## BANNED VISITORS

Name			
Club		AA Membership No	
From		To	
Name			
Club		AA Membership No	
From		To	
Name			
Club		AA Membership No	
From		To	
Name			
Club		AA Membership No	
From		To	
Name			
Club		AA Membership No	
From		To	
Name			
Club		AA Membership No	
From		To	

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## DETAILS OF BANNED VISITORS

<b>BANNED VISITOR</b>			
Name			
Club		AA Membership No	
Commencement Date of Ban			
Completion Date of Ban			
<b>DETAILS OF BAN</b>			
<b>ACKNOWLEDGEMENT OF COMPLETION</b>			
I, <input type="text" value="NAME OF PRESIDENT"/> , hereby acknowledge this ban is now complete			
President Signature	<input type="text"/>	Date	<input type="text"/>