



# Norfolk Archery Association



## Club Visitation Policy

### Purpose

This policy is to ensure that all members of the NAA follow a set of expected standards when visiting local clubs so that clubs and members are treated respectfully and feel valued. Parts of this policy are designed specifically for Committee Members visiting another club in an official capacity rather than to shoot as a competitor / visitor.

### Policy

1. Any member must adhere to all club and AGB Health & Safety policies and procedures in place.
2. Any member must adhere to all club and AGB Safeguarding policies and procedures in place.
3. A Committee member must communicate with a relevant Committee member of the club in question before visiting and the club must be informed of the visit in advance.
4. If relating to visits from committee members, the club must also be aware of the purpose of the visit.
5. A date and time that is suitable and convenient for both parties should be arranged.
6. The club must be asked if additional people can accompany the visitor.
7. If relating to visits from committee members, the member must be mindful that they are there for help, advice and support and act accordingly.
8. Any member must treat the visited club's policies and management with respect, even if they disagree, as every club is run differently. If relating to visits from committee members, the member should refrain from imparting personal opinions unless asked for them.
9. In the event that any member or club feels that this policy has not been followed and wishes to make a complaint, they must use the "NAA Complaint Procedure & Form" and follow that procedure.
10. Only in the event of a safeguarding concern raised can this policy be superseded by the Chair and/or Safeguarding and Welfare Officer of the NAA. (Please see the safeguarding and welfare policy for further details).
11. If the club asks for the visit to be terminated, the visitor must respect that decision and remove themselves from the premises immediately.
12. A club has the right to refuse a visit from any member, although in the event of an urgent safeguarding concern being raised the Chair and/or Safeguarding and Welfare Officer of the NAA may override this refusal if they deem it necessary. In this scenario, said NAA officer or deputies must still abide by all other parts of this policy.

This policy is designed to work in conjunction with any relevant Archery GB policies. The most up to date ones can be found on the AGB website or by emailing [membership@archerygb.org](mailto:membership@archerygb.org) and requesting them.