



Club Affiliation Guidelines

To become an affiliated club of BC Archery (and Archery Canada), please follow **ALL** the steps below.

- Application and payment: Complete the current [application form](#) through our online membership system.
 - Payment must be made online with a credit card in the membership software system
 - It is suggested that the renewals for the listed Judges/Safety Officers/Coaches are made prior to the club renewal in order to ensure prompt processing of the club application.
- In order to satisfy eligibility criteria, a club must have a minimum of two (2) certified Safety Officers and/or Judges who are active members of BC Archery. Information on how to become a [Safety Officer](#) or Judge can be found on the [Judging](#) page.
 - the Judges and/or Safety Officers must sign an [acknowledgement of responsibility](#) which must be included with the club's documentation submission
 - the Judges and/or Safety Officers must provide proof of Safe Sport* training and should have a CRC check on file with BC Archery.
- For clubs hosting the BC Archery JOP program, it is necessary to have at least one (1) certified coach at the minimum level of Instruction of Beginner Archers to oversee the program. (The old "level" is no longer accepted) More information is available on the [Coaching](#) page. The coach must also be an active member of BC Archery in order for their certification to be recognized and must provide proof of Safe Sport* training.
- Clubs must ensure that anyone involved with archery programming must provide proof of Safe Sport training.
- The club must ensure that anyone working with or having unsupervised access to youth and/or vulnerable adults must have a current, clear CRC check on file with BC Archery, in accordance with our Criminal Record Check policy. Information on obtaining a CRC can be found further down this page. These individuals should also have Safe Sport training.
- Clubs must abide by [BC Archery's policies](#) and implement these or more stringent policies of their own.

- Clubs are required to submit proof of good standing with the Province by supplying a either a current Certificate of Good Standing or a copy of their annual report as submitted to the Societies Registry or Corporate Registry (dated within the last 12 months). If a club is unable to provide either of these documents, it will be necessary to submit a copy of the minutes from an AGM held within the last 12 months, along with a complete list of members in attendance at that AGM.
- Supporting documentation is to be emailed to the Executive Director.

Failure to meet these criteria and/or submit all the listed documents may result in delays or rejection of your application.

*Safe Sport training may consist of the Respect in Sport module listed below (applicable to the position held) or to the [free Safe Sport eLearning module](#) hosted by Coaching Association of Canada.

INSURANCE

If your club is affiliating with BC Archery for the primary purpose of utilizing the insurance coverage, understand that the insurance coverage is only valid if ALL your archery participants are members of BC Archery. The responsibility lies with the club administration to ensure that the club is eligible for insurance and complies with the criteria (including [Guest reporting](#) provisions). Requesting / receiving a Certificate of Insurance does NOT guarantee coverage. More information can be found in the [Insurance FAQs](#).

2024	<h1 style="text-align: center;">Club Affiliation Check List</h1> <p>Items below must be completed and submitted prior to approval of club affiliation. (send documentation to execdirector@bcarchery.ca)</p>
Application	<input type="checkbox"/> Completed application online
Safety Officers / Judges	<input type="checkbox"/> SO / Judge #1 (certified Judge status or AC Range Safety Officer) <ul style="list-style-type: none"> <input type="checkbox"/> sign Acknowledgement of Responsibility form <input type="checkbox"/> personal BC Archery membership renewed for 2024 <input type="checkbox"/> Criminal Record Check dated no earlier than 2022-Jan <input type="checkbox"/> proof of Safe Sport training <input type="checkbox"/> SO / Judge #2 (certified Judge status or AC Range Safety Officer) <ul style="list-style-type: none"> <input type="checkbox"/> sign Acknowledgement of Responsibility form <input type="checkbox"/> personal BC Archery membership renewed for 2024 <input type="checkbox"/> Criminal Record Check dated no earlier than 2022-Jan <input type="checkbox"/> proof of Safe Sport training
Coaches (if hosting the JOP Program)	<input type="checkbox"/> Minimum <u>certification</u> of Instructor of Beginner Archers <ul style="list-style-type: none"> <input type="checkbox"/> personal BC Archery membership renewed for 2024 <input type="checkbox"/> Criminal Record Check dated no earlier than 2022-Jan <input type="checkbox"/> proof of Safe Sport training
Volunteers, Staff & Archery Programmers	<input type="checkbox"/> ALL volunteers/staff working with Youth and/or Vulnerable Adults <ul style="list-style-type: none"> <input type="checkbox"/> Criminal Record Check dated no earlier than 2022-Jan <input type="checkbox"/> proof of Safe Sport training <input type="checkbox"/> for clubs affiliated with gun ranges: 50% of volunteers involved in archery programming <ul style="list-style-type: none"> <input type="checkbox"/> proof of Safe Sport training
Policies	<input type="checkbox"/> Agree to abide by BC Archery policies: <ul style="list-style-type: none"> <input type="checkbox"/> will adopt or adapt BC Archery policies for club use, INCLUDING Safe Sport policies/protocols, or <input type="checkbox"/> have similar or more stringent policies already in place
Evidence of Good Standing	<input type="checkbox"/> To support evidence of Good Standing, each applicant must submit ONE of the following (dated within 12 months of application): <ul style="list-style-type: none"> <input type="checkbox"/> Certificate of Good Standing issued by the Societies Registry <input type="checkbox"/> Copy of Annual Report submitted to Societies or Corporate Registry <input type="checkbox"/> Copy of minutes of the most recent AGM along with a complete list of members who were in attendance