



## **Purpose:**

The purpose of the Conejo Valley Archers (CVA) Coaching Policy is to define and regulate group instruction or coaching on CVA premises. These policies have been developed to promote a safe archery environment, comply with all laws/lease obligations, and promote archery in line with the CVA mission statement.

## **Conejo Valley Archers Mission Statement:**

The mission of the CVA is to foster the growth of the sport of archery by maintaining a facility for family-oriented events, and by promoting skill and sportsmanship through educational outreach, for all ages and abilities.

## **Definitions:**

Coaching:	A teaching, training or development process via which an individual is supported while achieving a specific personal or professional result or goal related to archery.
Group Lesson:	A teaching session in which three (3) <i>or more</i> pupils work with one or more archery coaches.
Guest:	A guest is a Non-Member who is accompanied by a Member of CVA.
Individual Lesson:	A teaching session in which two (2) <i>or less</i> pupils works with a single archery coach.
JOAD:	Junior Olympic Archery Development (JOAD) is a program of USA Archery that teaches archery to young people.
Member:	A member of the CVA Club. This includes Senior, Junior, Life, and Golden Agers. As used herein, "Junior Member" refers to any Member under the age of 18.
NAA	National Archery Association.
NFAA	National Field Archery Association.
Non-Member:	A person on the range who is not a member of CVA.
Public Archery Sessions:	Saturday sessions when the CVA JOAD range is open for public instruction and participation in archery.
Senior Coach:	A NFAA / NAA / USA Archery Certified Level 3 or higher coach.
Suggested Donation:	Fee paid for use of the CVA Archery range. This fee is paid during Public Archery Sessions as well during circumstances outlined in this document when Coaching occurs on the CVA Range. The fee is determined by the CVA board.



## POLICY

**Section 1:** Anyone who coaches at CVA must be approved by the Board of Directors. A completed Request to Coach Form must be submitted to the Board for approval along with any necessary waivers or information requested. The Board of Directors may grant or remove the rights of a coach at any time. The Board of Directors' approval is granted for terms of up to one year that coincide with the CVA Club year. Requests made and approved during a CVA Club year shall have a term duration that expires at the end of the CVA Club year. Renewal of an approval is required September 1 each year. Individuals coaching Junior Members shall have a signed medical release on their person at all times if a parent/guardian is not present. Instructors under 18 years of age cannot instruct on the range except while under the supervision of a Senior Coach.

**Section 2:** Member coaches must ensure that all invited coaches and/or Non-Members follow all rules, as set forth in the Constitution, By Laws, or approved Policies of the CVA Club. All coaches should promote good sportsmanship. It is required that all coaches complete and maintain a current US Archery's Safe Sport training certification (<http://training.safesport.org/>) as a pre-requisite to coaching on CVA's archery range. A SafeSport program certificate must be attached to the Request to Coach Form.

**Section 3:** Use of CVA Public Session Equipment for Coaching / Lessons outside of Public Archery Sessions

CVA Public Session equipment is **not to be used** for any individual or group lesson, including bows, safety equipment, arrows, and targets, without approval of the CVA Board of Directors. The Board of Directors can approve the use of Public Session equipment at any time by a majority authorization by a quorum of the Board. Requests for the use of Public Session equipment must specify the period of usage requested. Any authorization by the CVA Board of Directors for the use of Public Equipment that does not specify a different period of usage than that requested shall be limited in duration to the period stated in the usage request. If the Board of Directors authorizes use of CVA Public Session equipment for a period of usage different (whether longer or shorter) than what was requested, then the authorization shall govern the period of usage. Board Minutes should record any such authorizations, whether made during a regular Board Meeting or at any other time.

**Section 4:** Individual Lessons – with approval as stated in Section 1 where required

Coaches conducting individual lessons are required to hold a USA Archery Level 2 or higher certification, or equivalent in experience.

**A. *Members teaching members (formal coaching arrangements):*** Members are encouraged to teach other Members. Financial compensation for formal coaching arrangements with fellow Members is a matter to be determined between the



Member coach and Member student. CVA does not recommend a coaching fee schedule, and CVA does not claim an entitlement to any portion of any fee charged. The CVA Member coach is responsible for informing the Board of Directors that the coach is giving lessons via a Request to Coach Form.

**B. Members teaching members (Informal arrangements):** Members are encouraged to teach other Members on an ad hoc, informal basis. Members should not presume to instruct another Member that is not receptive to instruction unless a clear and present danger to that Member or others would exist without said intervention. Members that enter into an ongoing arrangement for instruction for a fee must comply with Section 4.A.

**C. Members teaching non-members:** The CVA Member coach is responsible for informing the Board of Directors that the coach is giving lessons via a Request to Coach Form.

Financial compensation amounts for CVA range use by the non-member and dispersal thereof will be determined by the Board of Directors.

Coaches are responsible for collecting the suggested donation and waiver form from the Non-Member and to turn it in at the guest kiosks at the range.

**D. Non-members teaching Members:** Non-Member coaches may be invited by a CVA member to teach. The CVA Member is responsible for informing the Board of Directors that the coach is giving lessons with a Request to Coach Form with waiver form attached.

The CVA member is responsible for collecting the suggested donation from the non-member coach to be turned into the guest kiosk at the range.

**E. Non-Members teaching Non-Members.** Non-Member coaches may request permission to teach on CVA's archery range. The Non-Member coach is responsible for informing the Board of Directors that the coach is seeking to give lessons with a Request to Coach Form with waiver form attached.

The coach and student must be accompanied at all times by a CVA Member in good standing while present on the range. The CVA Member is responsible for collecting the suggested donation from both the Non-Member coach and the Non-Member student(s). The CVA Member is also responsible for the safety and conduct of the Non-Member coach and Non-Member student(s).

**F. Use of CVA's Targets and/or Archery Equipment from the Public Archery Session Bin or JOAD Bin (Applicable to all Forms of Coaching):** CVA's Targets and/or archery equipment **cannot** be used for private instruction without prior, express authorization of the Board of Directors, by majority vote of a quorum. Any requests to utilize CVA materials must identify the materials sought to be used with



specificity. In lieu of simply approving or denying a request, the Board of Directors may specify a reasonable replacement charge for the use of consumables, such as paper targets.

**Section 5: Group Lessons – when approved as stated in Section 1**

Coaches leading group lessons are required to hold a current USA Archery Level 3 or higher Certification, or equivalent in experience. All Member/Non-Member category requirements as described in Section 3 are also applicable.

Financial compensation amounts for CVA range use and dispersal thereof will be determined by the Board of Directors when the agreement for the group lesson is approved.

A second coach must be present for any group lesson with more than 10 students.

CVA's Targets and/or archery equipment **cannot** be used for private instruction without prior, express authorization of the Board of Directors, by majority vote of a quorum. Any requests to utilize CVA materials must identify the materials sought to be used with specificity. In lieu of simply approving or denying a request, the Board of Directors may specify a reasonable replacement charge for the use of consumables, such as paper targets.

**Section 5: Public Archery Sessions**

CVA opens the JOAD range for Public Archery Sessions each Saturday morning for the purpose of introducing the general public to the sport of archery in a safe, controlled manner. These sessions provide new archers instruction on proper shooting technique and range safety.

**A. Public Session Coaching:** Coaches conducting Public Archery Sessions are volunteers and are not paid for their services during Saturday sessions. To instruct during the Saturday Public Session, a minimum of a USA Archery Level 1 Certification and a current SafeSport certificate is required. No board approval is needed.

**B. Coaching during Public Session hours (Saturdays, 9am to 1pm):** Coaching for a fee on the JOAD range during Public Session hours is not allowed. Coaching on the Field practice range during the Public Session timeframes is allowed. Use of JOAD equipment during Public Session hours for the purposes of coaching for a fee is not allowed.

**Section 6: CVA archery range usage priority**

Because coaching activities may create questions on the priority assigned to various usages of CVA's archery range, priority for use of CVA's archery range shall be set as follows:



- A. Board of Directors Schedule Determinations or Changes:** Changes to schedules made by the Board of Directors, or the setting of special events by the Board of Directors, shall have priority over all other activities or events.
- B. CVA-hosted Tournaments:** Tournaments hosted by CVA shall have priority over all other activities or events, except as specified by any subsequent determinations by the Board of Directors.
- C. Public Archery Session:** Public Archery Sessions shall have priority over all other activities or events, except as to the usages set forth in Section 6.A through 6.B.
- D. CVA Private Parties:** Private group events scheduled by CVA shall have priority over all other activities or events, except as to the usages set forth in Section 6.A through 6.C. The Board Member or Special Committee Member managing private group events shall notify the Board of Directors of the event so that it can be included on any calendar designated by CVA as a master calendar of events.
- E. Scheduled Coaching of Members (Individuals or Groups):** If a coaching event for CVA members is pre-scheduled with and pre-approved by the Board of Directors, the event shall have usage priority over all other activities or events, except as to the usages set forth in Section 6.A through 6.D. A later-scheduled event of any type listed in Section 6.A through 6.D shall have priority over an earlier-scheduled coaching event for Members.
- F. Scheduled Coaching of Non-Members (Individuals or Groups):** If a coaching event for Non-Members is pre-scheduled with and pre-approved by the Board of Directors, the event shall have usage priority over all other activities or events, except as to the usages set forth in Section 6.A through 6.D. A later-scheduled event of any type listed in Section 6.A through 6.D shall have priority over an earlier-scheduled coaching event for Members.
- G. Member Use of Ranges:** Member use of CVA's archery ranges is generally on a first come, first served basis, except as to the usages set forth in Sections 6.A through 6.F, above. However, Members using a single target on a course, including the 3D course and the Field course, must yield to Members shooting the course and allow them to "play through."
- H. Unscheduled Coaching of Members (Individuals or Groups):** Unscheduled coaching events by Members for Members shall have usage priority as set forth in Section 6.G, above.
- I. Unscheduled Coaching of Non-Members (Individuals or Groups):** Unscheduled coaching events for Non-Members have no priority to the usage of CVA's archery range and must yield facilities to any Member requesting the use of any part of the archery range.