

WA016 Notice Board Policy and Procedure



Index:

1. Purpose and Scope.....	1
2. Management and Responsibility.....	1
3. Content Guidelines.....	1
4. Submission Procedure for Members.....	2
5. Posting and Display Procedure.....	2
6. Disclaimer and Final Authority.....	3
7. Keeping it Accurate.....	3
Appendix 1 - Posting Request.....	4

1. Purpose and Scope

- 1.1. The purpose of this policy is to ensure that any official club notice boards provide a valuable, well-managed, and effective communication tool for all members. They are intended to provide timely and relevant information regarding club activities, closures, safety and events.
- 1.2. This policy and its procedures apply to all members of Wymondham Archers.
- 1.3. This policy pertains specifically to notice boards provided by Wymondham Archers either outdoors or indoors, that may be lockable and weather-resistant.

2. Management and Responsibility

- 2.1. Wymondham Archers Committee holds ultimate responsibility and authority over the notice board and its contents.
- 2.2. Day-to-day management of the notice board is delegated to the Club Secretary.
 - 2.2.1. The Committee may appoint another designated individual to this role if required.
- 2.3. To ensure security and compliance with this policy, access to the inside of the notice board is restricted to the Club Secretary or designated individual.

3. Content Guidelines

- 3.1. Permitted Content: The notice board is reserved for the display of the following materials:

Document Control

Approved by	WA Committee			
Approved Date	10th June 2025	Review Due	June 2028	

WA016 Notice Board Policy and Procedure



- 3.1.1. Official Club Notices: Safety rules, range status updates, fee information, constitutional matters, and announcements for Annual General Meetings (AGMs) or other official meetings.
- 3.1.2. Events and Competitions: Information on club-organised shoots, local, regional, and national competitions.
- 3.1.3. For Sale / Wanted Notices: Member advertisements for the sale or purchase of personal, archery-related equipment only.
- 3.1.4. Governing Body Notices: Relevant communications from Archery GB, regional, or county associations.
- 3.2. Prohibited Content: The following content is strictly prohibited and will not be displayed:
 - 3.2.1. Unauthorised third-party commercial advertising.
 - 3.2.2. Political or religious materials.
 - 3.2.3. Content that is offensive, discriminatory or libellous.
 - 3.2.4. Any material that is unlawful or may bring the club into disrepute.

4. Submission Procedure for Members

- 4.1.1. Submission Method: Members wishing to display a notice must submit it for approval to the Club Secretary. The official methods for submission are:
 - By email to the official Club Secretary email address.
 - By submitting via Forms directly to the Ideas and Suggestions link. Please scan the QR code with your device below. See Appendix 1
- 4.1.2. Required Information: The submission must include the full name and a contact detail (name and email) of the submitting member for administrative purposes.
- 4.1.3. Format: To ensure clarity and tidiness, submitted notices should be legible, in good condition, and presented in A4 format for Events or Notices and Postcard sized for 'For Sale' items. The Club Secretary will contact the originator of the notice once an application has been received.
- 4.1.4. Approval: All member submissions are subject to review and approval by the Club Secretary to ensure they comply with the content guidelines outlined in Section [3.0](#).

5. Posting and Display Procedure

- 5.1. Responsibility for Posting: The Club Secretary or designated individual are the only individual(s) authorised to physically place, rearrange, or remove notices inside the board.

WA016 Notice Board Policy and Procedure



- 5.2. Date Stamping: All temporary notices must be clearly marked by the Club Secretary or designated individual, in the bottom right corner with:
 - A 'Date Posted'.
 - A 'Removal Date'.
- 5.3. Duration of Posting: The standard duration for displaying temporary notices is as follows:
 - 5.3.1. Event-related notices: Will be removed the day after the event has concluded.
 - 5.3.2. Tournament notices relating to scores can be displayed for up to 6 weeks.
 - 5.3.3. For Sale / Wanted and general notices: Will be displayed for a maximum period of four (4) weeks.
 - 5.3.4. Permanent Notices: Official documents intended for long-term display, such as Range Safety Rules and Club Contacts, will be laminated, clearly marked as 'Permanent', and placed in a dedicated, prominent section of the board.
 - 5.3.5. Tidiness and Layout: The Club Secretary or designated individual has the authority to arrange the layout of the board for maximum clarity and impact, and to remove notices that are out of date, tatty or illegible.

6. Disclaimer and Final Authority

- 6.1. Right to Refuse: Wymondham Archers Committee, via the Club Secretary, reserves the right to refuse or remove any notice at any time without providing a reason.
- 6.2. Liability: The Club is not responsible for the accuracy of information contained within non-official notices, nor for any disputes or transactions that arise from 'For Sale' advertisements.
- 6.3. Non-Compliance: Any notices found attached to the exterior of the board, or any items posted inside the board without following the procedures in Section [4.0](#), will be removed immediately.
- 6.4. Policy Review: This policy will be reviewed periodically by the Wymondham Archers Committee to ensure it remains fit for purpose.

7. Keeping it Accurate

- 7.1. Wymondham Archers is run entirely by volunteers. We strive to ensure our guidance is accurate. If you should find that part of our guidance is not quite up to standard, please write to us [here](#), informing us of the inaccuracy along with your amendment to ensure we are all doing our best for our fellow Club members.

Committee - Wymondham Archers

WA016 Notice Board Policy and Procedure



Appendix 1 - Posting Request

Send in a Request to post information on this Poster Board.

