



1 List of Definitions

GA General Assembly or General Members Meeting (ALV)

BM Board Meeting (BV)

Workshop

5 An event organized for an external party, with an aim of presenting the sport to outsiders. If desired it is possible to try out archery under guidance of experienced archers.

ESSF

Eindhovense Studenten Sport Federatie (Eindhoven Student Sport Federation)

HR House Rules (this document)

10 **NHB** Nederlandse Handboog Bond (Dutch Archery Federation)

Shooting line

The line, marked on the floor, from where the archer shoots his arrows towards the target.

SSC Student Sports Centre Eindhoven (also SSCE)

TU/e

15 Technische Universiteit Eindhoven (Eindhoven University of Technology)

Safety Rules

The Safety Regulations of E.S.H. Da Vinci can be found in this HR under Chapter 1.

Association Year

Parallel to the financial year; starting September 1st and ending the 31st of August.

20 **“Behind the line”**

The side of the line where the targets are NOT placed.

Waiting ILine

The line placed behind, and parallel to, the shooting line. Only supervisors, trainers and participants currently shooting their turn are allowed to be in the space between the shooting line and the waiting line.

25 **Club Room**

Also known as “het hok”. It’s the lockable area/room in the back of the shooting range, assigned for use by E.S.H. Da Vinci.

Member

30 Archers that are members of the E.S.H. Da Vinci association. Members are required to have a sport card from the SSC.

External Member

Archers that are members of the E.S.H. Da Vinci association, but are NHB member through another club.

Recreationist

Archers that are allowed to take part in trainings. Recreationists are required to have a sport card from the SSC.

35 **Beginner**

Participants to the Beginners’ Course

Beginners’ Course

Course given to beginners during the year.



Guest

Guests of Da Vinci, this includes beginners, workshop participants or interested parties.

General Training

Training given by the trainers during a defined time.

Honorary Member

Special title given to an archer by the GA for services to Da Vinci.

Experienced - Inexperienced

The board determines if archers are experienced, or inexperienced depending on their safety level and skills.

2 General

2.1 Goal and Scope of the House Rules

These House Rules supplement the Bylaws with regards to rules and conditions contributing to the day-to-day functioning of the association. Members and recreationists are tasked with knowing the contents of this document and executing the described rules, which will be surveyed by the board.

2.2 Rules regarding Safe Behavior and Competitions

The NHB provides additional regulations regarding behavior and rules at competitions, which have to be followed by all archers at NHB competitions. Further regulations about safe behavior on the shooting range, as well as general competition rules, are part of the Contest Rules and the Safety Rules. Archers are always required to behave in accordance to the Safety Rules, which the board and trainers will survey.

2.3 Clothing Rules

At regional and team competitions, organized by the NHB, (non-external) members are required to wear a club shirt, together with a black pair of pants without any markings. This rule also applies if one is representing Da Vinci, for instance during the intro, the Beginners' Course or at another competition where one is using the Da Vinci name, or present with a larger team from Da Vinci. At NHB competitions, the NHB regulations for clothing should be followed as well (and thus black jeans are not allowed).

2.4 Incorporation of the Association

The association is incorporated at the Kamer van Koophandel under number 17174167. The association is also a member of the ESSF, based at the SSC, and the NHB under number 1364.

2.5 Changes to the House Rules

Proposals to change the House Rules shall be submitted at least 14 days in advance of the next GA by at least three members, or the board. An overview of these changes will be communicated by written notice by the board at least 7 days in advance of the GA. Proposed changes to the House Rules will only go into effect after they have been approved by the GA. Changes in the Safety Rules can be implemented directly by the board, without GA approval, as they improve safety. Changes to the Safety Rules have to be discussed in the next GA.



2.6 Validity of the House Rules

75 The House Rules will be declared invalid upon disestablishment of the association, or when the Bylaws are changed. Upon changing of the Bylaws, the House Rules have to be re-approved to make sure that they are not alien to the Bylaws. The House Rules should be checked at least once a year for inconsistencies with day-to-day rules, and updated if necessary. New rules decided upon by the GA should also be added to the House Rules.

2.7 Availability of the House Rules

80 At least one printout of the House Rules and Bylaws should always be present at the training location. Every member and recreationist is entitled to review these regulations, to make sure that nobody can claim unfamiliarity with these rules. The House Rules and Bylaws should also be provided on the E.S.H. Da Vinci website.

2.8 Fines and Suspensions

85 Whenever an archer infringes upon one or more articles from the Bylaws House Rules or Safety Rules or in case of infringing upon regulations based on the rules described in these documents, the board can punish the violator with a fine and/or suspension. The severity of this measure will be determined depending on the specific infringement. In case of disagreement between the board and the violator, the matter will be mediated by a GA.

3 Committees

3.1 Establishment

The board can establish a committee with a clear task description by communicating its establishment using a written notice, which includes the task description.

90 3.2 Disestablishment by the board

The committee is disestablished as the board has decided that its task is accomplished, if there are so few members that its task can no longer be accomplished or all tasks have been distributed over other committees. The committee can not be disestablished if there are still tasks that are not transferred or completed. When a committee is manually disestablished, the board will send a written notice of disestablishment.

95 3.3 Disestablishment upon task completion

The committee can also be disestablished automatically, if this was decided at establishment. These committees will be automatically disestablished after they have accomplished their tasks, and are used for one-time events. When such a committee has completed their tasks, a written notice of disestablishment will be sent.

3.4 Structure

100 Every committee has a chairman, who is responsible for presenting results to the board and maintaining order and effective task execution within the committee. Every committee will also be appointed a board contact, who will serve as a first contact point, and will stay up to date with current committee tasks.



3.5 Reporting

105 Committees are tasked with reporting their status to the board before every GA. Committees also have the report their status to the board when asked, and when they deem this necessary to execute their tasks. Committees are entitled to speaking time about their status at the GA, provided they provide their report to the board at least 14 days before the GA, such that it can be archived.

3.6 Joining

110 Both members and recreationists can join committees after approval of the committee chairman. The board or GA can object to new members for committees, provided that they supply both the joining member, as well as the committee itself of a written reasoning. The committee chairman is responsible for informing the board when members have requested to join committees.

3.7 Leaving

115 Committee members can leave their committee after they have completed or transferred all their tasks. If tasks cannot be transferred to other committee members, the leaving member will have to complete their task first. The committee chairman is responsible for informing the board when members have requested to leave. The board or GA can also force members to leave committees, provided they supply both the leaving member, as well as the committee itself of a written reasoning.

3.8 Budgets

120 Committees have to pass every planned purchase by the Treasurer, who will approve or deny requests. Planned purchases totaling to more than €100,- require a Budget to be submitted to, and approved by the board. Budgets totaling more than €350,- have to be approved by the GA.

3.9 Workgroups

125 Committees may have workgroups, which can have members from outside the committee, to take care of a very specific task. These workgroups have a chairman, who is in the committee as well, and reports to both the committee and the board. Budgeting, reporting, joining and leaving go through the committee.

4 Club Room Rules

4.1 Usage rules

130 The Club Room may be used by members and recreationists at Da Vinci, as well as by participants of the Beginners' Course, as well as those who have been granted access by the board.

4.2 Safety

To prevent holdups at the shooting range, the door to the Club Room will be closed whenever nobody is present, or when archers are present for longer than a minute. The door will only be reopened after knocking, and when the shooting has stopped.



135 4.3 Maintenance and Cleaning of the Club Room

Members and recreationists can be requested to help with maintenance and cleaning of the Club Room by the board. Maintenance costs will be paid from the association treasury. If necessary, financial help may be asked for from the SSC.

4.3.1 Small tasks

140 Members and recreationists are expected to perform small maintenance, such as throwing out the trash, themselves without board involvement.

4.4 Storing personal belongings

145 Members and recreationists are permitted to store their sporting equipment, such as bows and arrows in the Club Room in spots destined for storage, as decided by the board. These materials are stored without any insurance policy, and are stored at own responsibility for the owner of the materials. The board will ensure safety of stored materials on a best effort basis. Stored items must be labeled with some indication of the owners identity. The board may also request the removal of items with a one month notice.