



IT Policy and Procedures

Responsible for review of policy	Responsible for review of procedures
Chief Executive	Information Services Manager

Change History				
Version	Sections approved	By	Date of approval	Next review date
OPP-14-01	Policy & Procedures	Board	January 2016	January 2017

Policy

1 Policy Statement and Introduction

1.1 Policy Statement

Archery GB has established IT policy and procedures so that:

- **To ensure that IT is used effectively by** creating a framework within which IT can be used. For example, they explain the best way to get support or training.
- **To protect our business and the data we hold on behalf of members and other.** For instance, we have a data protection policy to help ensure that customer data is held in accordance with data protection law
- **To protect our staff and volunteers who use our systems.** By having procedures that cover email and internet use, volunteers and staff can understand what is permitted and how much privacy they can expect when using the internet.
- **To help buy, support and use IT.** Having procedures covering purchasing and support will help us spend our budget effectively and handle problems consistently.

1.1 Introduction

This document sets out the general principles and guidelines for everyday application in the use, and operation, of Archery GB Information Technology (IT) systems as well as the areas of general responsibility with regard to IT.

Together, these principles and guidelines make up the Archery GB Policy on IT Usage. Employees at all levels are responsible for ensuring that the policies are adhered to by both themselves and their team.

Policies apply to all permanent and temporary workers and external users and contractors working for and on behalf of Archery GB (referred to in this policy as 'users').

Where 'disciplinary action' is referred to this could mean legal action according to the engagement contract where the user is external.

Procedures

2 Contacts

The Information Services Manager is the first point of contact communicating or reporting a matter, this can be by phone or to it.support@archerygb.org

3 E-Mail

The term 'e-mail' includes all aspects of the e-mail system – servers, clients, scheduling tools, contacts, list, etc. Archery GB provides desktop and laptop users with Microsoft Outlook for e-mail.

3.1 E-mail Privacy

Archery GB does not routinely read user e-mails, but retains the right to read all e-mails sent or received via the Archery GB e-mail systems. All e-mails entering and leaving the building are scanned automatically for viruses, images of a pornographic nature and spam related terminology.

E-Mails that match any of these criteria are quarantined and then reviewed by the Chief Executive or his nominated individual.

In the event of legal proceedings or Data Protection Act requirements, e-mail messages may have to be disclosed to outside parties or authorities.

The standard Archery GB footer with regard to confidentiality and containing a disclaimer notice will be added automatically to every outbound e-mail.

3.2 E-mail Content

E-mails that employees intend to send should be checked carefully. E-mail should be treated like any other form of written communication and, as such, what is normally regarded as unacceptable in a letter is equally unacceptable in an e-mail communication.

The use of e-mail to send or forward messages which are defamatory, obscene or otherwise inappropriate will be treated as misconduct under the appropriate disciplinary procedure. In serious cases this could be regarded as gross misconduct and lead to dismissal.

Equally, if an employee receives an obscene or defamatory e-mail, whether unwittingly or otherwise and from whatever source, he/she should not forward it to any other address subject to the following: obscene e-mails should immediately be deleted from the system; defamatory e-mails should be forwarded on to the Information Systems Manager to store in case of any complaint received against the sender.

Statements to avoid in e-mails include those criticising colleagues and volunteer officials, other organisations or their staff, and those stating that anyone is incompetent.

The sending, reproduction and circulation of e-mails with the following content is not tolerated by Archery GB and inclusion of such content may lead to disciplinary action:

- Any content that may be interpreted as contravening Acts of Parliament in relation to:
 - a) discrimination, equality, harassment, disability and other such matters in relation to employee/employer conducts of behaviour.
 - b) terrorism
- Any content that specifically contains: -

- a) language or pornographic images or cartoons or jokes, that are sexually explicit
- b) profanity or obscenity
- c) slander or libel

3.3 E-mail Security

The following guidelines should be adhered to wherever possible in order to minimise security risks:

- Users should not share their e-mail account and password details. Where remote access is given via a web browser, care should be taken to ensure that content is kept secure e.g. by ensuring that you log off when not using system.
- Users should log off/lock e-mail when away from the computer (or there should be a suitable secure screen saver activated after a period of inactivity).
- Access codes should not be written down. Repeated contravention of this policy, especially where such written codes are on display, may result in disciplinary action.

3.4 E-mail Usage

- Attachments should not be opened if received from an unknown or unsolicited source.
- Important or confidential information received where the source is unknown or the information is either unexpected or does not seem to be credible, should be confirmed.
- E-mails received from an unknown source should not be forwarded.
- E-mail addresses should only be passed on for business purposes and then only to recipients who can be assumed to be trusted.
- Wrongly delivered or unsolicited mail (where intended for another user in the business) should be forwarded as soon as possible, keeping the content confidential.
- Unsolicited, offensive or other mail of a dubious nature should be reported to the Information Systems Manager.
- E-mail signatures should be professional in appearance and correct and be as per the Society's standard as stipulated by the Marketing Manager.
- Group sends, for example to whole departments, should be used sparingly and by exception and where the content can be proven to be of interest or relevance to most members of the group.
- Group sends of jokes are prohibited and contravention of this policy may result in disciplinary action.
- Attachments should only be made where necessary. Where possible, replies to e-mails with an attachment should be made without resending the original attachment.
- E-mail should not be used as a document archiving system. Important documents or attachments should be stored in the allocated shared or personal storage area on the network.
- E-mails are presentable as written evidence and are equivalent in law to signed paperwork. Care should be exercised in constructing e-mail content e.g. when in negotiations with third party suppliers.
- E-mail subscriptions must be limited to those that are related to the job or are company approved.
- Extreme care should be exercised when sending messages of any kind to multiple lists outside Archery GB. This may be considered 'spamming' which is an illegal activity in many countries. However, it is generally acceptable to mail to a list of recipients who have asked to be placed on a specific mailing list to be kept notified of news and events. Archery GB has specific systems to use for the sending of e-zine type messages. Please refer to the Information Systems Manager before sending messages to large numbers of recipients.

- Sensitive or confidential information should not be included in the e-mail text but if it is necessary to send sensitive data via e-mail, it must be contained in a secure (i.e. password protected) attachment and marked with a suitable confidentiality rating.
- Use of e-mail for personal communications (e.g. family and friends) should be kept to a reasonable minimum. Use of the e-mail account is not permitted for an e-mail user's personal business (i.e. in the sense of commercial) interests.
- An 'Out of Office' message should be set up to operate when the e-mail account holder is out of the office.
- E-mails should not be written in upper case format.

4 Data Protection

See the Archery GB Data Protection Policy definitive policy statements and guidelines. Personal data is subject to the Data Protection Act 1998. Under the terms of the Act, personal data includes any information that identifies a living individual, including their name, address, phone number, e-mail address and any other information about the individual. If this data is included in an e-mail or an attachment to an e-mail, it is deemed that personal data is being processed.

Should you require further guidance or advice regarding the release or capture of data please ensure that you contact the Information Systems Manager.

General guidelines regarding processing personal data:

- Only collect such information with the individual's knowledge and consent.
- Do not disclose or amend such information except in accordance with the purpose for which the information was collected and only with the individual's knowledge and consent.
- Where such data is to be kept, ensure that it remains up to date (the individual can sue for any damage caused by inaccurate information).
- Keep the data only for the time it is needed for the purpose for which it was collected.
- There are strict rules on the transfer of personal data outside the European Economic Area (EEA). Transfer includes the deliberate sending of information outside the EEA and also allowing third parties from outside the EEA access to the personal data held in the UK.
- As a general precaution e-mail should not be used to communicate confidential or sensitive matters relating to individual.

5 Internet

The primary purpose for providing internet access is for conducting Archery GB business. However, it is recognised that by adopting an open access policy, that some degree of personal use is likely. The following guidelines are detailed with this in mind and should be applied accordingly.

- Where users access the internet for personal use, this should not be excessive. The understanding is that personal internet use should not negatively impact on the user's performance, standard of work and ability to deliver work on time and to the required standards.
- Archery GB reserves the right to remove, or not provide internet access for user(s) without providing a reason.
- All internet traffic is logged. Archery GB reserves the right to monitor the log at any time.
- Archery GB will not tolerate deliberate access to inappropriate internet sites of the nature listed below. Access to such sites may result in a disciplinary action:
 - a) Pornographic
 - b) Defamatory

- c) Racist
- d) Libellous
- e) Copyright infringements
- f) Offensive (where it would be reasonably considered that such a site would cause offense)
- g) Any site that, by its nature, would be deemed to encourage, uphold, or spread actions or views that contradict those detailed in Acts of Parliament in relation to:
 - i. Discrimination, equality, harassment, disability and other such matters in relation to employee/employer conduct of behaviour.
 - ii. Terrorism.
- Initiating stream feeds from sites, or ticker tape updates is not encouraged. Where such use is made, it should be in consideration of colleagues (e.g. not playing music files whilst others are working) and comply with all other internet usage guidelines. This includes radio streaming.
- Use of the internet for personal communications or matters (e.g. ordering a personal item from an online retailer) should be kept to a reasonable minimum.
- The use of personal Webmail is not permitted. E-mails and attachments received via Webmail do not go through the same scanning and virus checking processes that Archery GB e-mails do. This leaves Archery GB's systems exposed to virus attack.
- It is prohibited to use the internet for purposes other than conducting business on behalf of Archery GB, or personal affairs (that would be considered as reasonable). Prohibited use of the internet may lead to disciplinary action. Such use includes, but is not limited to, the following:
 - a) Hacking or denial of activity attacks or any action that could be reasonably considered as malicious.
 - b) Racism.
 - c) Sexism.
 - d) Libellous.
 - e) Pornography.
 - f) Defamation.
 - g) Offence (where it could be reasonably considered that such action would cause offence).
 - h) Any action/use that by its nature would be considered to encourage, uphold, or spread actions or views that contradict those detailed in Acts of Parliament in relation to:
 - i. Discrimination, equality, harassment, disability and other such matters in relation to employee/employer conduct of behaviour
 - ii. Terrorism

6 Malicious Software & Anti-Virus (inc. User's Own Software)

Archery GB has a policy of pro-actively scanning for spyware, malicious software and viruses and takes the following measures:

- All user PCs and laptops are equipped with scanning software that scans files before they are opened and constantly monitors for any viral activity or behaviour.
- All outgoing and incoming e-mail is scanned by multiple anti-malicious and anti-virus software It is expected that each user adheres to the following guidelines:
- Software that has not been supplied by Archery GB should not be used on equipment supplied by Archery GB. As such, the loading and/or running of external software are prohibited. This includes downloadable or directly executable software from the internet.
- Only files from a trusted and known source should be stored on, or opened with, Archery GB equipment. This also applies to the downloading and storage of e-mail attachments.

- External portable media can be used to transfer files between Archery GB devices. However, it is the responsibility of the user to ensure that any portable devices (including all external media storage e.g. CD, DVD, Portable HD, Memory Cards, Memory Sticks etc) and the information contained in them, are not compromised as a result of being lent to individuals that are not known or trusted. Where such portable devices are used for personal purposes and /or by friends or family, it is the responsibility of the user to ensure that:
 - a) Any file transfers and the exact nature of use using the device are known and trusted.
 - b) Following personal use, the device is scanned by an up-to-date leading anti-virus and anti-malicious software application and is clean before being used with Archery GB equipment.
- If a virus or malicious software is found, either by protection software or by a user, this should be reported immediately to the Information Services Manager.
- The Information Services Manager should be contacted immediately if it appears that any protection software is disabled, out of date or is not running, disciplinary action will be taken in the event that any user:
 - a) Deliberately introduces a virus, malicious software or any other type of program that is designed to adversely affect normal business operations
 - b) Deliberately undertakes an action that can reasonably be interpreted as having been intended to adversely affect normal business operations.

External user's and contractor's equipment guidelines:

- Before any equipment is added to the Archery GB network, it must be approved by the Information Services Manager. All additional equipment should have, in current operation, up-to-date anti-virus and anti-malicious software from a recognised market leading brand. Such software should be configured to operate proactively, specifically but not limited to:
 - a) Regular (not less than one a week) full scans of the external equipment including any attached storage media.
 - b) Scanning of every program and file that is requested to be run/opened.
 - c) Constant monitoring to check for virus or malicious software operation or behaviour.

7 Equipment Usage & Maintenance

Archery GB undertakes to:

- Establish and maintain contracts with third parties for the repair and maintenance of all IT systems software, hardware and infrastructure (where reasonable and possible).
- Ensure that such third party agreements include Service Level Agreements (SLAs) to the level required by Archery GB and sufficient to enable a 'business as usual operation' should the third party services be required. SLAs will vary dependent upon the critical need of the item covered and the business requirement.
- Maintain all IT systems software, hardware and infrastructure according to the supplier's instruction when maintenance is the responsibility of Archery GB.
- Establish and maintain adequate insurance arrangements to cover all IT systems software, hardware and infrastructure (where reasonable and possible), in the event of fire, theft or damage and other events that would reasonably be expected to be covered. Insurance specifically excludes:
 - a) Mobile equipment away from Archery GB offices, equipment belonging to external users and contractors working for, or on behalf of, Archery GB.

Users are expected to look after the Archery GB equipment provided to them for their use with reasonable care and attention. Specifically the following guidelines should be adhered to:

- Any operational failure of equipment should be reported to the Information Services manager.
- Eating and drinking over equipment should be avoided.
- No user should attempt to repair equipment themselves.
- Equipment should be switched off when not being used for long periods of time e.g. when leaving the office for the day.
- Display screens should not be touched (by anything including pens, pencils or any implement) other than for cleaning using a soft lint free cloth and if applicable, a screen cleaner.
- Connecting cables should be securely attached.
- The following specifically applies to laptops and other portable equipment:
 - a) Transport equipment in protective casings. If required, these are supplied by the Information Services Manager.
 - b) Where a device has additional attachments, these should be kept in a safe place and be available on short notice
 - c) Mobile devices (other than phones) should not be visible whilst in transit, where possible and reasonable. (i.e. using a laptop on a train is acceptable, leaving a laptop visible on the back seat of a car is not).
 - d) Where mobile devices are left unattended, they should never be on public display and where at all possible should be in a secure environment. This also applies to mobile devices contained within a bag/folder etc.
 - e) When mobile devices are left in a vehicle, they should never be on display (e.g. not on the back seat or parcel shelf even when they are in a bag/folder etc) and the vehicle should be locked.
 - f) All possible security measures that are available should be used e.g. phone pin protection, laptop password, secure screen saver etc.
 - a. Laptops must not be left in a car boot overnight.
 - b) Archery GB reserves the right to charge users for the cost of replacing any equipment if stolen as a result of a failure to take basic security measures.

8 File Use and Storage including Back Up

- To ensure that files are backed up, all files should be stored on the allocated personal or shared storage areas on the network.
- Archery GB reserves the right to restrict the amount of network storage space available to individuals in order to effectively manage the network storage areas and backups.
- Where portable devices are provided, files should be transferred to the network as soon as possible after creation or change.
- In the event that network connection is infrequent or unavailable to portable device users, it is the responsibility of the user to arrange for copies of files to be taken and stored on a separate media storage device at least once a week (separate media storage devices are available from Archery GB, on approval of line management). Separate storage devices should be stored away from the portable device except when transferring files e.g. both devices should not be transported in the same bag. A good practice would be to base the portable and separate storage device at different locations e.g. home and office.

Archery GB allows the use and storage of personal files where such use and storage would be considered reasonable. However, the following types of file are prohibited and use or storage of such may lead to disciplinary action:

- a) Files that have content that contravenes Archery GB IT Usage Policy.
 - b) Media files including but not limited to: music, movie, picture.
 - c) Files of a size which would be reasonably interpreted as excessive (e.g. 5Mb).
(Reasonable interpretation may mean 500K, for example, when network storage space is limited).
- Archery GB reserves the right to ban any storage or use of files for personal use for user(s) without providing a reason.
 - Archery GB implements a policy of nightly back ups for all centrally stored files.
 - In the event of file loss or corruption and access to the previous night's backup is required, contact the Information Services Manager.

9 VDU Risk Assessment

Archery GB is legally bound to comply with regulations concerning the workplace environment. With regards to IT, the regulations are concerned with the workstation i.e. positioning and use of IT equipment.

To comply with this legislation, Archery GB requires users to undertake a VDU self Risk Assessment from time to time. If a user has to move desk or if the working environment changes, you may need to undertake another VDU Risk Assessment. If you are in doubt or need guidance, you should contact your line manager.

If a user believes that their working environment is ergonomically uncomfortable, it is their responsibility to bring this to the attention of their line manager. Archery GB will immediately act in accordance with their legal obligations.

10 Monitoring

Archery GB reserves the right to monitor all use of its IT infrastructure and environment, within the limits of relevant legislation, and will exercise such rights as appropriate. If monitoring reveals possible evidence of inappropriate or criminal activity, Archery GB will alert, and provide the evidence from the monitoring, to law enforcement officials.

11 Licensing

Archery GB will ensure that all copies of the software it provides to users to use are licensed. As per this document section 'Malicious Software & Anti-Virus (inc User's Own Software)', it is prohibited for users to load software onto Archery GB-provided equipment or any area of the IT environment. Doing so may result in disciplinary action; loading of unlicensed software will be treated seriously and may be reported to law enforcement officials.

12 Asset Tracking

Every new piece of IT equipment is added to the asset register and, where necessary, is registered for maintenance with our maintenance providers.

The user is not permitted to move IT equipment between offices, departments or sites without obtaining prior permission from the Information Services Manager.

Location changes must be recorded on the asset register and, where appropriate, with Archery GB's maintenance providers.

Laptops, mobile phones, storage devices and all other IT equipment issued to users will be registered with the IT department. When a user leaves the Company, they are expected to return all equipment that has been issued.

Archery GB reserves the right to charge users for any equipment that they fail to return.

13 Equipment Disposal

Any obsolete or damaged IT equipment must be disposed of responsibly if it cannot be repaired. Equipment may well be recorded on an asset register and accounted for, so its disposal needs to be recorded by the Information Services Manager.

There also may be either data protection or environmental considerations which you may not be aware of. Before disposing of any IT equipment you must consult the IT department.

Under certain circumstances it may be possible for employees to purchase old or redundant kit, but each request will be assessed individually and permission will be given at the discretion of the Chief Executive.

14 Disciplinary Action

Appropriate action will be taken against users whose action directly breaches a policy for which it is specifically stated that contravention may lead to disciplinary proceedings.

This includes a user's consistent breach of policies following previous notification of such contraventions. In the event that disciplinary action is commenced, suspension or termination of employment may be considered.

Archery GB's disciplinary proceedings will run concurrently with any actions of law enforcement officials where the actions (that Archery GB's proceedings are being based upon) are of criminal nature.

15 Remote Access

Remote access to applications or network locations will be provided at the discretion of the Information Services Manager. As remote access is not provided by default, any user needing remote access should gain approval from their line manager, who should then submit a request to the Information Services Manager.

Remote Access is provided in the following instances:

- For IT personnel who require access for maintenance and administration of Archery GB IT systems.
- For users where access to e-mail away from the office is necessary for them to fulfil their duties, this need being determined by their line manager and the Information Services Manager. Where remote access is granted, it will usually be via a secure link in to Archery GB where part of the security measure is to use a VPN system.

16 Procurement

Archery GB will purchase and supply equipment and consumables for the purposes of use for Archery GB business. All purchases should be made through the IT Department following the correct procedure.

17 Archery GB Social Media Guidelines

Social media is changing the way we work, offering a new model to engage with customers, colleagues, and the world at large. We believe this kind of interaction can help us to build stronger, more successful relationships. And it's a way for you to take part in global conversations related to the work we are doing at Archery GB and the things we care about.

These are the official guidelines for participating in social media for Archery GB

If you're an Archery GB employee, member or contractor creating or contributing to blogs, wikis, social networks, virtual worlds, or any other kind of social media, these guidelines are for you. They will evolve as new social networking tools emerge, so check back regularly to make sure you're up to date.

Participation in social computing on behalf of Archery GB is not a right but an opportunity, so please treat it seriously and with respect.

Failure to abide by these guidelines and the Archery GB Code of Conduct could put your participation at risk. Contact it.support@archerygb.org for more information. Please also follow the terms and conditions for any third-party sites.

Your honesty

—or dishonesty—will be quickly noticed in the social media environment. Please represent Archery GB ethically and with integrity.

Be transparent: Use your real name, identify that you work for Archery GB or have a connection / interest, and be clear about your role.

Be truthful: If you have a vested interest in something you are discussing, be the first to point it out and be specific about what it is.

Be yourself: Stick to your area of expertise; write what you know. If you publish to a website outside Archery GB, please use a disclaimer something like this: "The postings on this site are my own and don't necessarily represent Archery GB's positions, strategies, or opinions."

Protect

Make sure all that transparency doesn't violate Archery GB's confidentiality or legal guidelines for commercial speech—or your own privacy. Remember, if you're online, you're on the record—everything on the Internet is public and searchable. And what you write is ultimately your responsibility.

Don't tell secrets: Never reveal Archery GB-classified or confidential information. If you're unsure, check with Archery GB Marketing or Information Systems. Off-limit topics include: litigation, non-published financials, and unreleased product info, personal information. Also, please respect brand, trademark, copyright, fair use, and trade secrets. If it gives you pause...pause rather than publish.

Don't slam the competition (or Archery GB): Play nice. Anything you publish must be true and not misleading, and all claims must be substantiated and approved.

Don't overshare: Be careful out there—once you hit "share," you usually can't get it back. Plus being judicious will help make your content more crisp and audience-relevant.

Use Common Sense

Perception is reality and in online social networks, the lines between public and private, personal and professional are blurred. Just by identifying yourself as an Archery GB employee, you are creating perceptions about your expertise and about Archery GB. Do us all proud.

Add value: There are millions of words out there—make yours helpful and thought-provoking. Remember, it's a conversation, so keep it real. Build community by posting content that invites responses—then stay engaged. You can also broaden the dialogue by citing others who are writing about the same topic and allowing your content to be shared.

Keep it cool: There can be a fine line between healthy debate and incendiary reaction. Try to frame what you write to invite differing points of view without inflaming others. And you don't need to respond to every criticism or barb. Be careful and considerate.

Did you screw up? If you make a mistake, admit it. Be upfront and be quick with your correction. If you're posting to a blog, you may choose to modify an earlier post—just make it clear that you have done so.

Contractors and Endorsements

As the Archery GB Social Media Guidelines describe, we support transparency and are committed to clear disclosure of relationships and endorsements. If you are contracted, seeded, or in any way compensated by Archery GB to create social media, you need to disclose that you have been seeded or otherwise compensated by Archery GB. Your blog will be monitored for compliance with our guidelines and accurate descriptions of products and claims.

Moderation

Moderation (reviewing and approving content) applies to any social media content written on behalf of Archery GB by people outside the company, whether the site is on or off archerygb.org. We do not endorse or take responsibility for content posted by third parties, a.k.a. user-generated content (UGC). This includes text input and uploaded files, including video, images, audio, executables, and documents. While we strongly encourage user participation, there are some guidelines we ask third parties to follow to keep it safe for everyone.

Post-moderation: Even when a site requires the user to register before posting, simple user name and email entry doesn't really validate the person. So to ensure least risk/most security, we require moderation of all UGC posts. The designated moderator scans all posts to be sure they adhere to Archery GB's guidelines.

Community moderation (a.k.a. reactive moderation): For established, healthy communities, group moderation by regular users can work well. This will sometimes be allowed to take the place of post-moderation—but it must be applied for and approved.

The “house rules”: Whether content is post-moderated or community moderated, we use this rule of thumb: the Good, the Bad, but not the Ugly. If the content is positive or negative and in context to the conversation, then it can be approved, regardless of whether it's favourable or unfavourable to Archery GB. But if the content is ugly, offensive, denigrating, and/or completely out of context, then we ask our moderators and communities to reject the content.

Archery GB Sponsored, Seeded, or Incentivized Social Media Practitioner Guidelines

Archery GB supports transparency. We are committed to ensuring that our social media practitioners (SMPs) clearly disclose relationships and endorsements, and that statements about Archery GB products are truthful and substantiated. If you are a social media practitioner who has been seeded with product, incentivized, or otherwise has an on going relationship with Archery GB, these guidelines apply to you. If you have any questions or concerns about them, get in Archery GB.

Please keep in mind that Archery GB monitors social media related to our business, including the activities of our sponsored, seeded, or incentivized SMPs. If we find any non-disclosed relationships or statements that are false or misleading, we will contact you for correction. If, as a sponsored SMP, you are found to repetitively make inaccurate statements about Archery GB, Archery GB products, or Archery GB services, we may discontinue our relationship with you.

Rules of Engagement for Archery GB Sponsored, Seeded, or Incentivised SMPs

Be transparent: Please clearly and conspicuously disclose your relationship to Archery GB, including any incentives or sponsorships. Be sure this information is readily apparent to the public and to readers of each of your posts.

Be specific: Do not make general claims about Archery GB , but talk specifically about what you experienced.

Be yourself: We encourage you to write in the first person and stick to your area of expertise as it relates to Archery GB.

Be conscientious: Keep in mind that what you write is your responsibility and failure to abide by these guidelines could put your Archery GB sponsorship or incentive at risk. Also please always follow the terms and conditions for any third-party sites in which you participate.



Archery GB is the trading name of the Grand National Archery Society, a company limited by guarantee no. 1342150 Registered in England.