

2028 ARCHERY EUROPEAN  
CHAMPIONSHIPS  
EVENT BOARD CHAIR  
  
RECRUITMENT PACK  
2025/26

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### 1. Introduction

Archery GB is proud to have been selected by World Archery Europe to host the Archery European Championships in Nottingham in May 2028 and has been given UK Sport backing to host this strategic event.

Archery GB is the recognised governing body for the sport of archery across the UK. The organisation supports, leads, and inspires over 780 clubs and 40,000 members at all levels of the sport from grassroots participation through to international, high-performance success.

Read more about Archery GB's strategic plan - [Enriching Lives Through Archery](#).

As a key pre-cursor to the Los Angeles Olympic Games 2028, the event encompasses the European Continental Qualification Tournament 2028 and the European Outdoor Archery Championships 2028. Over 300 elite archers from 40 nations will be vying for Olympic places and also coveted European titles.

Nottingham, staging the event for a second time, is amongst an elite list of cities that have hosted the European Championships in the past – Essen (GER) 2024, Munich (GER) 2022, Amsterdam (NED) 2012, Athens (GRE) 2006, Brussels (BEL) 2004.

Hosting the Archery European Championships in 2028 provides a unique opportunity to showcase the city to a global audience and demonstrates the importance of major sporting events to Nottingham's future ambitions.

The event also offers home field advantage to UK archers in their quest for European success and securing all important Olympic places.

The event is being supported by UK Sport's *Making Live Sport Matter* strategic framework, though their *Performance* events programme.

To support the delivery of a successful Championships, Archery GB is establishing an Event Board. The purpose of the Board is to provide strategic oversight and direction to the development, planning, and staging of the Championships.

The Board will bring together leadership representation from Archery GB, Nottingham City Council, and UK Sport. These members will be complemented by a number of external appointees and an independent Chair.

Initially, we are recruiting for the position of Event Board Chair with independent Event Board Members to follow.

The posts are not remunerated, but reasonable expenses will be paid.

We are looking for an Event Board Chair who is passionate about maintaining and enhancing the UK's reputation as a world-leading host nation, and who shares our vision for the positive impact that major events can have on the pride and well-being of the nation.

## **2. About The Event Objectives**

The 2028 European Championships would include the European Continental Qualification (CQT) Tournament, which would be the main continental qualifying competition for the 2028 Los Angeles Olympic Games.

The primary reason for staging the 2028 European Championships would be to give UK archers the best possible opportunity of qualifying for the Olympic Games. In addition to the performance advantages offered to a home qualification event, hosting the event is also key to both the recently approved Archery GB Events & Competition strategy and the wider Archery GB governing body strategy, as identified below.

The overall event comprises two components:

- The first component is the main Continental Qualification Tournament for European Archers to qualify for the Los Angeles Olympic Games. This CQT event only includes the Recurve archery discipline and not the non-Olympic Compound discipline.
- The second component, which takes place the week following the CQT, is the Outdoor European Championships and includes both Recurve and Compound disciplines.

There are no Para-Archery categories available to host in either of these two components although Para athletes may compete as part of their national team if they are at a sufficiently high standard.

Team GB has the aspiration to qualify 3 men and 3 women i.e. a full team in both Recurve disciplines for the LA Games.

## **3. About The Event Board**

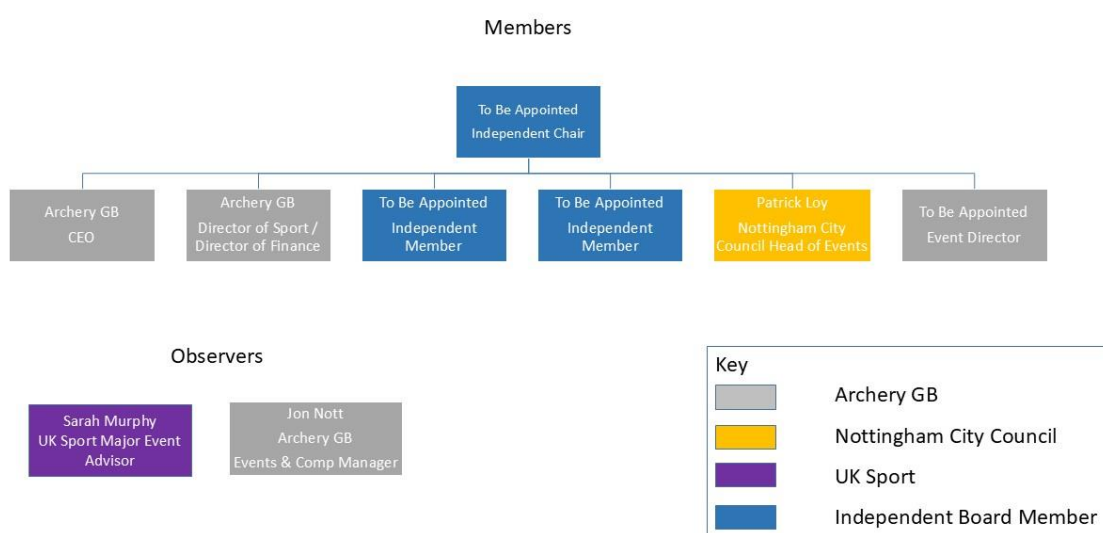
The Event Delivery Board will serve as the Local Organising Committee (LOC) for the European Championships.

It will provide oversight and strategic direction to the development, planning, and staging of the event.

This oversight encompasses all aspects of the event requirement, including but not limited to:

- Organisation of all aspects of event delivery; sporting competition, medal ceremonies etc;
- Athlete experience;
- Marketing and branding;
- Media and broadcast coverage;
- Commercialisation;
- Sports Development and social impacts;
- Budget;
- Risk management;
- Governance.

#### 2028 Archery European Championships Event Board



Appendix 1 contains the Terms of Reference of the Event Board.

## 4. The Timetable

The indicative timetable for the creation of the Board is as follows:

- 25 January 2026 – Closing date for Chair applications
- w/c 9 February 2026 – Interviews for Chair
- Following interviews – Notification of successful candidate for Chair
- March / April Appointee starts, induction period

Archery GB would like to draw on the support of the successful Chair candidate in interviewing prospective candidates for Board member roles.

- Feb/March 2026 – Advertise for independent Board members
- March – Appoint independent Board members
- March/April – First Event Board meeting

## 5. The Recruitment Process

In line with best practice, Archery GB is recruiting to roles via an open and transparent process.

We would be delighted to speak to interested applicants who wish to discuss the role further before applying. Please contact Arran Coggan, Director of Sport Development, [arran.coggan@archerygb.org](mailto:arran.coggan@archerygb.org) or Jon Nott, Event & Competitions Manager, [jon.nott@archerygb.org](mailto:jon.nott@archerygb.org).

To apply for the role, please provide the following:

- A copy of your CV
- A cover letter (not exceeding two pages) explaining why you are interested in the role and how you meet the key skills and experience required

Archery GB is an equal opportunities employer and is committed to equal opportunities for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

Please submit applications to: <https://hr.breathehr.com/v/event-board-chair-2028-european-44369> by the deadline date of **5pm, Sunday 25 January 2026**.

## 6. The Eligibility Criteria

The following circumstances would make prospective candidates ineligible for the role/s:

- Anyone who has an unspent conviction
- Anyone who has been removed from trusteeship of a charity or university for misconduct or mismanagement
- Anyone under a disqualification order under the Company's Directors Disqualification Act
- Anyone who has entered into a composition or arrangement with their creditors which includes an IVA and is currently on the insolvency register

## 7. The Role Description

ROLE TITLE	Event Board Chair
REPORTING TO	Archery GB Board
TERM	January 2026 – Approx September 2028
ROLE SUMMARY	The Chair will hold the Event Board and Event Director to account for delivering the strategic objectives and overall success of the Archery European Championships which will take place in Nottingham in May 2028.

TIME COMMITMENT	<p>It is anticipated that Board meetings will be held with the following frequency and will take place either online or in person where necessary.</p> <ul style="list-style-type: none"> <li>• 2026 – three meetings</li> <li>• 2027 – six meetings</li> <li>• 2028 – four meetings</li> </ul>
GENERAL RESPONSIBILITIES	<p>In addition to the specific responsibilities outlined below, the Chair shall also have the same general responsibilities as the other members of the Event Board:</p> <p>To prepare for, attend, and constructively participate in Board meetings.</p> <p>To raise any areas of concern that might jeopardise or have a detrimental impact on the success of the event.</p> <p>To ensure compliance with the applicable policies and procedures relating to the planning and delivery of the event.</p> <p>To avoid conflicts of interest where possible and to declare any conflicts which may arise.</p> <p>To regularly review the progress towards achieving the key strategic objectives that are set for the event.</p> <p>To regularly review the project milestones to ensure that the planning for the event remains on track.</p> <p>To regularly review the risk register and to consider any actions and/or mitigations that may be needed to protect the success and financial viability of the event.</p> <p>To provide strategic guidance and oversight to the Event Director and other members of the Management Team.</p> <p>To approve any changes to the budget in accordance with the delegated authority policy.</p> <p>To ensure that the event operates with the highest standards of integrity and governance and to demonstrate and promote transparency, equality, diversity, and inclusion in all aspects.</p>

	<p>To ensure that the event is delivered with sustainability in mind.</p> <p>To be an advocate for the event, Archery GB, and the city of Nottingham, and maintain positive relationships with stakeholders.</p>
SPECIFIC RESPONSIBILITIES	<p>To work with the Event Director to set meeting dates and prepare the agenda for each Board meeting.</p> <p>To ensure that the necessary reports and supporting documentation are provided by the Event Director and circulated to Board members in advance of each meeting.</p> <p>To monitor any actual or perceived conflicts of interest, and to take appropriate action where needed.</p> <p>To impartially and objectively chair each Board meeting, ensuring that all voices are heard in a mutually respectful atmosphere.</p> <p>To encourage challenging, constructive discussions on each agenda item.</p> <p>Ensure that decisions are made that enable the on-going planning and delivery of the event.</p> <p>To ensure that discussions and decisions are adequately minuted.</p> <p>To approve any changes to the budget in accordance with the delegated authority policy.</p> <p>To build a strong, effective, and constructive working relationships with the Event Director and other members of the Management Team.</p> <p>To offer professional support to, and undertake the appraisal, of the Event Director with the Archery GB CEO.</p>
EXPERIENCE AND SKILLS	<p>Experience of Chairing or being a member of a similar Event Board or LOC.</p> <p>Experience of chairing meetings and encouraging adherence to the Nolan principles of governance.</p>

	<p>Experience of operating at a senior strategic leadership level.</p> <p>A good understanding of major sporting events, policy, and the elite sport eco-system. Knowledge of archery would be beneficial.</p> <p>Experience of managing large scale budgets.</p> <p>Understanding and experience of risk management in relation to business delivery.</p> <p>Experience of partnership working to leverage maximum benefit for the event.</p> <p>Exemplary communication skills delivered with tact and diplomacy.</p> <p>Is value driven, and aligns with Archery GB's values, which are at the heart of everything we do:</p> <ul style="list-style-type: none"> <li>• We value people for who they are and their unique contribution to archery</li> <li>• We choose to work and learn together</li> <li>• We strive for excellence across the board</li> <li>• We always act with integrity</li> </ul>
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## APPENDIX 1 – Event Board Terms of Reference

European Continental Qualification Tournament 2028 and European Outdoor Archery Championships 2028	
Event Board - TERMS OF REFERENCE	
SCOPE	
This document sets out the responsibilities, activities, membership, and operations of the European Continental Qualification Tournament 2028 and European Outdoor Archery Championships 2028 (2028 European Championships) Event Board.	
PURPOSE	
<p>The purpose of the Event Board is to oversee the development, planning, and staging of the 2028 European Championships. This includes (but not limited to):</p> <ol style="list-style-type: none"> <li>1. Governance and budget</li> <li>2. Commercial</li> <li>3. Marketing</li> <li>4. Sport competition</li> <li>5. Event and venue operations</li> <li>6. Culture, ceremonies, and legacy</li> <li>7. Milestones</li> <li>8. Risk management</li> </ol>	
MEMBERSHIP OF MAIN BOARD	
Chair	Chair (to be appointed)
Member	Archery GB CEO
Member	Director of Sport / Director of Finance
Member	Event Director (to be appointed)
Member	Independent Member (to be appointed)
Member	Independent Member (to be appointed)
Member	Patrick Loy – Head of Events, Nottingham City Council
Observer	Sarah Murphy – Major Events Advisor, UK Sport
Observer	Jon Nott – Events & Competitions Manager, Archery GB
Observer	Other members of the LOC, as may be required
Attendee	Archery GB staff member to take minutes
MEETING STRUCTURE	
Frequency	<p>In principle, meetings will take place as follows, but the precise frequency will be determined by the Board at its first meeting:</p> <ul style="list-style-type: none"> <li>○ 2026 – three meetings</li> <li>○ 2027 – six meetings</li> <li>○ 2028 – four meetings</li> </ul> <p>Ad hoc meetings may also be scheduled as needed.</p>

Administration	<p>A full calendar of meetings will be shared with members annually.</p> <p>Items for inclusion in the agenda need to be provided no less than ten working days prior to meetings.</p> <p>Info packs will be provided no less than five days prior to meetings.</p> <p>Minutes capturing key discussions, actions, and decisions are taken and will be shared no more than ten days after the meetings.</p> <p>All papers presented to the Event Board and minutes are archived in electronic form along with a record of the agenda.</p> <p>Secretariat support for the Event Board in the carrying out of its duties will be provided by Archery GB.</p>
Format	Meetings will take place online or in person where necessary.
Decision-Making	<p>Where possible, decisions will be made by consensus. If this is not possible, decisions will be made by the majority.</p> <p>The Event Board will have full voting rights.</p> <p>Observers will not have voting rights.</p>
Quorum	The Event Board will be deemed quorate if half plus one members are present.
<b>AUTHORITY</b>	
<p>The staging of the 2028 European Championships has been awarded to Archery GB by World Archery Europe.</p> <p>The principle commitments relating to delivery of the 2028 European Championships are outlined in the bid contract signed by both parties.</p> <p>Decision making regarding the 2028 European Championships delivery is devolved by Archery GB Board to the Event Board in line with the appropriate existing budget and procurement controls.</p>	
<b>RESPONSIBILITIES AND DUTIES</b>	

Event Board members are responsible for:

- Using knowledge and expertise to support the Event Board in making effective and informed decisions in relation to the 2028 European Championships
- Input into the hosting agreement
- Contribute to the development and management of the risk matrix
- Monitor performance against key milestones and indicators including: budget, income generation, sports development and social impacts, volunteering numbers, and media profile
- Bring impartiality and objectivity to the decision-making process
- To receive and consider reports from any sub-groups/committees or contractors
- Act as an advocate for the 2028 European Championships and to represent the event with external stakeholders where appropriate
- Undertake such other duties that may be reasonably required

#### ACCOUNTABILITY

The Event Board complies with existing Archery GB protocol and governance in regard to decision making and scrutiny.

The Event Board provides updates and recommendations to the Archery GB Board through the provision of Event Board minutes and or attendance by Event Board members at Archery GB Board meetings as required.

Objectives and authority may also be delegated by the Event Board to sub-committees, working groups, or contractors as required.

#### CONFLICT OF INTEREST

Members will be required to declare any conflicts of interest at the start of every meeting. In addition, a conflict of interest register will be maintained and members will be asked to self-declare any conflicts of interest upon their appointment to the Event Board. This register will then be updated on a rolling basis.

#### CODE OF CONDUCT

Members will be held accountable to the 'Code of Conduct for Members of Public Bodies'. The Event Board shall also operate in line with UK Sport Major Events Governance Guidance.

The Event Board shall also operate under the Nolan Principles:

##### 1. Selflessness

- Act solely in terms of the public interest.

##### 2. Integrity

- Avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work.
- They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends.
- They must declare and resolve any interests and relationships.

### 3. Objectivity

- Must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

### 4. Accountability

- Accountable for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

### 5. Openness

- Act and take decisions in an open and transparent manner. Information should not be withheld unless there are clear and lawful reasons for so doing.

### 6. Honesty

- Be truthful.

### 7. Leadership

- Exhibit these principles in their own behaviour.
- They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

## REMUNERATION

Event Board members are non-remunerated however will be reimbursed for travel costs relating to meeting attendance. Expenses will be managed by Archery GB in accordance with existing policies and protocols.

## APPOINTMENTS AND REMOVALS

The Chair and Event Board members must meet the necessary suitability requirements to hold membership as outlined in the role description.

They must be considered to have suitable experience and credibility from business or national/international sporting spheres, possess adequate knowledge and expertise to perform their duties, and have the required capacity and dedication to carry out their duties.

Details of responsibilities and requirements can be found in the role descriptions (Chair and Board Members).

The Chair and Event Board members will be recruited and appointed through a transparent and open recruitment process managed by the Archery GB Chief Executive Officer or their appointed representative.

Selection will be based on the criteria of skills, knowledge and experience – such as marketing, commercial, spectator experience, not necessarily from just from the sporting world, whilst also considering the need for a well-balanced and diverse group.

The term for Event Board membership is mid 2026 until September 2028.

An Event Board member may be removed for: conflict of interest, unethical behaviour, or capacity issues.

An Event Board member may only be removed by consensus of fellow members. Removal of an Event Board member should follow appropriate Archery GB disciplinary policies and processes.

For Archery GB (2), Nottingham City Council (1) and UK Sport (1), the positions on the Event Board are ring-fenced, and whilst the individuals who represent the organisation may change from time to time, it is at the sole discretion of each of those organisations whom they appoint (save for any disciplinary issues).