



# CRIEFF ARCHERY CLUB

## Club Roles and Responsibilities

Responsible for review of document	Chairperson of Crieff Archery Club
	Crieff Archery Club Committee

Version	Approved by:	Date of Approval	Next review Date
1	Archery Club Committee	09/04/2018	Nov 2024

### Roles

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## **1. Introduction**

Crieff Archery Club is run by volunteers who freely give their time to ensure that archery can be enjoyed by all who wish to join the club. These volunteers also ensure that the club acts in accordance to all rules and governance required by both Scottish Archery Association and Archery GB.

We try where possible to appoint our volunteers into roles that suit both their strength and personality. All volunteers should fully understand what is expected of them regarding time, effort and commitment of any role they wish to undertake, therefore this document has been produced to provide general guidance and reduce confusion on each of the roles and their responsibilities. We need all archers to contribute to the running of the club.

Over time the duties of the roles will need to be amended to reflect the interests of Crieff Archery Club as it changes therefore this document should be taken as a general guide only.

At any time, any member of the committee can organise group activities outwith the roles outlined in this document, and these activities can include: mark and maintain outdoor field; general maintenance duties etc.

## **2. Roles**

### **i. President and Chair**

Workload per week: 1-5 hours

Description: The President is responsible for the ultimate achievement of the strategic ambitions of the club and the Chair is responsible for the overall management of its activities. Within Crieff Archery Club, the Club president is also acting as chair therefore this description outlines both responsibilities.

Responsibilities:

#### President

- Be a member of the committee and contribute to policy creation.
- Provide direction for the club by effective leadership and management.
- Contribute to the general standard of the club and provide an understanding of the ethos and codes of conduct required.
- Monitor and evaluate the progress of agreed actions, both short and long term.
- Ensure that succession and forward planning are integral and ongoing in the club.

#### Chair

- To be the central person involved with the strategic planning of the club and monitor the plans progress through the year.

- Chair meetings and act as senior club officer.
- Attend meetings in a neutral and uncommitted capacity to ensure the committee can have meaningful discussions with a neutral person in the chair.
- Make decisions whenever the need arises, and in consultation with other committee members when appropriate.
- Constitute any special working groups and ensure their activities are reported to the committee.
- Manage the other club committee members to ensure the delivery of their responsibilities
- Ensure that the club structure and responsibilities are transparent and available to the membership.
- Act as mediator in the event that disagreements arise between members.
- Ensure safety arrangements are reviewed regularly and that they remain applicable to the requirements of safe archery practice and are in accordance with Archery GB.
- Responsible for writing and distributing press releases to targeted media
- Fostering community relations through events such as come and try events as organised via the community campus, and through involvement in community initiatives
- Work with the secretary to organise the indoor and outdoor shooting schedules

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## ii. **Vice Chair**

Description: Vice Chair is responsible for actively supporting the Chair in the overall management of club activities. The Vice Chair must have knowledge of the activities of all other committee roles in order that they can step in to assist or take over any of the roles should the need arise.

Workload per week: 1-2 hours

- Assists the chair with their responsibilities
- Undertake duties as delegated by the Chair
- Substitutes for the Chair when they are absent from proceedings.

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## iii. **Club Secretary**

Workload per week: 4-7 hours

Description: The secretary manages correspondence, club documents and membership. In addition, either they or a support officer will record the club committee meeting minutes, decisions and actions. This role is sometimes shared by a small number of volunteers.

### **General Responsibilities:**

- Day to day business and administration of the club.
- Maintain records of all members and former members of the club.

- Manage and ensure action on club correspondence including legal and insurance matters.
- Organise AGM, management committee and club meetings.
- Preparation and presentation of an annual report giving a general update of activities and membership.
- Accurate record keeping and circulation of minutes from meetings.
- Store minutes for future reference as part of the clubs records.
- Record and deal with disciplinary matters.
- Attend all meetings as required by the club committee.
- Ensure the safety arrangements (inc. risk assessments) are made available to all club members.
- Maintain club shooting calendar
- Act as point of contact for communication between club members and the committee
- Inform club members of club activities.
- The postal address of the club shall be that of the Secretary at the time.
- Writing and editing in-house newsletters (can be picked up by another member)
- Support the chair in the organising of the indoor and outdoor shooting schedules

#### Membership Responsibilities

- Collect details of new members using club member information form and maintain an up to date record of the details of all current members.
- Will keep members information private and confidential and only use the information to contact the members with official club business
- Notify members of requirements for renewal along with notification of all club and association fees for the following year.
- Collect all membership forms and fees and hand over fees immediately to the club treasurer.
- Ensure that all fees have been paid by Club Treasurer to Archery GB and Scottish Archery Association
- Ensure that the Crieff Archery Club Sports 80 account is updated with membership details, range registration, risk assessments etc.
- Take bookings for any beginner's course and issue information regarding the course and general information about the club.

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#### **iv. Assistant Club Secretary**

This role is primarily about learning the Club Secretary's post in order that they can deputise if and when required, and then take over the role when the Secretary decides to stand down. The outgoing secretary may also undertake this role for a year in order to support any new incumbent into the Club Secretary's role.

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#### **v. Treasurer**

Workload per week: 2-5 hours

Description: The Treasurer maintains the integrity and accurate recording of the clubs financial position.

### Responsibilities

- Be responsible for the management of club finances
- Recommend actions on financial matters to the committee
- Ensure that income and expenditure records are kept along with a balance sheet
- Preparation and presentation of financial reports for committee meetings.
- Preparation and presentation of an annual report detailing the clubs income and expenditure throughout the year at the AGM and with a note of potential projected costs.
- Payment of member's affiliation fees to the relevant governing bodies.
- Payment of all costs incurred in the running of the club
- Identify the required annual membership fee which will reflect the financial position of the club, and present to the committee for agreement.
- Collect club fees and check against bank statement for those who pay by direct debit
- Ensure that all monies are paid into club accounts in a timely fashion

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### **vi. Assistant Club Treasurer**

This role is primarily about learning the Club Treasurers post in order that they can deputise if and when required, and when take over the role when the Treasurer decides to stand down. The outgoing Treasurer may also undertake this role for a year in order to support any new incumbent into the Club Treasurer's role.

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### **vii. Records Officer**

Workload per week: 2-5 hours

Description: The Records Officer updates club records and records scores for classifications, handicap's. The record officer also ensures all members are aware of and are reminded of the club competitions/shoots that members can shoot in, e.g. monthly handicap, indoor/outdoor handicap league, postal shoots as well as advising of suitable external competitions.

### General Responsibilities

- Collect all score sheets from archers on a regular basis.
- Check all score sheets have been filled in correctly, including name, date and round, and have been signed by the archer and scorer.
- Check all claims for classifications, club records and medals.

- Enter details of round shot, including handicap and classification, into the record book under the name of the relevant member.
- Re calculate the current handicap of members as required and determine classification level achieved.
- Present a report at the committee meetings giving details of classifications achieved by members, and any new records achieved.
- Present a report at the AGM summarising classifications achieved by members, open tournament results, new records achieved, and any awards claimed.
- Calculate rankings for club members who have participated in external competitions over the previous year and present at the AGM.
- Recalculate member's handicaps at start of calendar year.
- Supply medals / badges for achievement awards.

#### Records Officer Club Competition Responsibilities

- Ensure records, classifications and handicaps are updated prior to any club competition.
- Produce a calendar of club tournaments or competitions for the coming year
- Regularly remind members of the requirement to submit their scores/entries towards the monthly competitions e.g. Kilwinning postal, Scottish Archery Postal, handicap league, handicap shield etc.
- Submit Postal Shoot scores to relevant bodies and once overall results received, send results to secretary for onward sending to all members for information and update

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#### **viii. Assistant Records Officer**

This role is primarily about learning the Club Records Officer post in order that they can deputise if and when required, and when take over the role when the Records Officer decides to stand down. The outgoing Records Officer may also undertake this role for a year in order to support any new incumbent into the Records Officer role.

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#### **ix. Range Master**

Workload the length of the shoot.

Description: The Range Master ensures the club session run safely and smoothly.

#### General Responsibilities

- Overall supervision of the range set up
- Bosses secure and correct distance
- Ensure shooting and safety lines established
- Control shooting waves
- Be watchful for inappropriate behaviour off or on the shooting line

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#### x. **Club Night Co-ordinator**

Workload per week: Variable as on a rota basis

Description: The Club Night Co-ordinator ensures that the club nights run smoothly. This role provides support to the Range Master.

Responsibilities

- Be part of a club night co-ordinator rota
- Ensure safety arrangements are in place before shooting commences
- Ensure targets are set out and secured
- Ensure target faces are issued and dealt with at the end of shooting
- Outdoor - Ensure any outdoor equipment is counted out and then counted back in
- Ensure equipment is packed away and lockers and cabinets are tidied at end of club night

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#### xi. **Child Protection Officer**

Workload per week: 1 hours

Description: The Child Protection Officer will act as a channel through which all child protection matters must pass and is the first point of contact within the club for anyone who has concerns.

Responsibilities

- The Child Protection Officer (CPO) is responsible for ensuring compliance with Crieff Archery Club's Safeguarding Children, Young People and Vulnerable Adults Policy.
- The CPO must have completed a recognised Archery GB training course and will follow the Archery GB rules and guidance.
- The CPO will advise the club committee on any issues that need policy reviews or disciplinary action in relation to CPO matters.
- The CPO will act in the best interest of children, young people and vulnerable adults in the club
- Preparation and presentation of an annual report identifying any areas of concern or required actions

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## **xii. Junior Representative**

Looks after the interests of the junior members. Gives the junior members a path through to the committee to raise any issues or comments they wish to make.

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## **xiii. Coach**

Workload per week: Variable as on coach rota basis

Description: A Coach provides guidance and support to archers to ensure good practice and continuous improvement in the sport of archery.

Responsibilities

- Attend any coaching courses as required by the club
- Be part of a coach rota to ensure that all coach's still have an opportunity to shoot uninterrupted
- Focus attention on ensuring novice archers maintain good practice at all times and support their development into more experienced archers
- Deliver and support the running of Archery Beginners Courses for all new members

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## **xiv. Mentor**

Workload variable.

Novices to be assigned a senior member of the club to act as mentor.

This role will include :-

- General support by way of offering encouragement, advice, limited additional coaching and to be the first point of contact for any queries.
- Be helpful and supportive as necessary.

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## **xv. Equipment officer**

Workload per week: variable. On average up to one hour

Description: The equipment officer will ensure the upkeep of club equipment.

Responsibilities

- Keep a record of all the club equipment, along with its state and whereabouts.



- To monitor the clubs stock of all consumable items
- Will organise and monitor all equipment that is being used by club members.
- Maintain equipment and re-fletch club arrows as and when required
- Submit a complete inventory of all equipment to the committee in advance of the start of both the indoor and outdoor shooting seasons
- Work closely with the club treasurer to ensure any required replacement small equipment and consumables is within budget, and place order for equipment via the club treasurer
- Organise quotes for any required large expenditures (over £500) and submit these to the treasurer and the club committee for approval before purchasing.
- Organise members in to work groups to carry out both general and specific maintenance tasks as required.
- Will remind all members that they are responsible for the safe care and tidy storage of equipment in the Storage Unit.

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### **Support Officer**

Workload per week: variable. On average up to one hour

Description: Support Officers provide support to committee members where required in order to fulfil their roles. This is an invaluable role and requires those in the support role to know a bit about everything in the club.

Support Officers duties vary and they will be guided by the relevant committee member they are providing support to and/or may have specific roles such as:

- xvi. Support Officer Facebook** – manage and update the clubs social media Facebook page
- xvii. Support Officer Newsletters** – publish newsletters twice per year as a minimum to coincide with the commencement of both the indoor and outdoor seasons
- xviii. Support Officer Fundraising Co-ordinator**

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### **xix. Webmaster**

Workload per week: 1-2 hours

Description: Manage the content of the Club Website. The Webmaster is not necessarily the author or the authority for the content and will normally rely on other officers and members to supply that content

### Responsibilities

- Keep content of club website current
- Manage website log in and passwords
- Update/refresh website pages to ensure visitors can navigate across the site easily
- Provide an annual report on the website activities to the AGM

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### **3. Communication & Review**

This document will be held on the Crieff Archery Club website and its update communicated to members via Facebook and email communications.

This document will remain in place for a period of 3 years from the date of publication. This document will be updated prior to the end of the 3 year period should roles change.

**Crieff Archery Club Committee**

**Timetable of Major Required Activities (rough guide)**

	Jan-Feb	March-April	May-June	July-Aug	Sept-Oct	Nov-Dec
President					AGM	
Chair					AGM Report	
Vice-Chair					AGM	
Secretary	See following page					
Treasurer				Notify members of the club and association fees for following year	AGM Report Pay Yearly Member Association Fees	
Records Officer					AGM Report	
CPO					AGM Report	
Equipment Officer					AGM Report	
Webmaster					AGM Report	
Other?						

## DIARY - SECRETARY

<b>September</b>	<p>Prep for AGM :-</p> <p>Send out previous minutes for approval</p> <p>Send out Agenda and ask for further points to be added</p> <p>Decide on date and book room</p>
<b>October</b>	<p>Prepare and deliver the AGM Report</p> <p>Ensure someone is allocated to take the minutes of the meeting</p>
<b>November</b>	<p>Reminder out to the Committee to prepare the container for winter</p>
<b>December</b>	<p>Check Domain license still valid via FreeParking</p> <p>Registered under <a href="mailto:secretary@crieffarcheryclub.org.uk">secretary@crieffarcheryclub.org.uk</a> Archery1992!</p>
<b>January</b>	<p>Check for club insurance via sport80</p>
<b>February</b>	<p>Check live active membership</p>
<b>March</b>	<p>Ensure Outdoor schedule is drafted with liaison with Rugby Club (via Allan)</p>
<b>April</b>	<p>Prepare Indoor Season schedule and complete the hall request forms for submission to Strathearn Campus</p>

### General Duties

**Check emails and deal with all enquires (Allan will assist), either answer or forward to appropriate person**

**Liaise with treasurer as and when required**