

Adelaide Archery Club Inc

Officers' Manual

Issue 3, 27 May 2018

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Date	Issue	Author	Changes
Initial	Draft 0	T Loi/W Carney	Scan from paper document/fixup scan errors
8 Sep 2016	Draft 1	W Carney	Update Secretary duties Various updates to other sections
10 Sep 2016	Draft 2	W Carney	<u>From A.Oien</u> Change: Affiliations paid monthly, books to auditor in July/August, timing of budget preparation, timing of newsletter, details of stocktake, timing of processing of memberships <u>From J Vardon</u> Add: Consideration of nominations for Life Membership to calendar, supply of scoresheets to Recorder Change: 'Society' to 'Archery SA' in AJAD 8, fix formatting error in Field Captain, delete references to stramit in Groundsman, reword Secretary 7 - receive nominations, separate section for Public Officer The origins of the document Add: overview, distribution of minutes, Assistant Equipment Officer, some more IT information to the Secretary section Remove: Archery SA delegate scheduled duties Change: Factor out monthly and weekly activities to new sections, remove references to Archery SA delegate Add page numbers; more minor edits and formatting
13 Sep 2016	Draft 3	W Carney	<u>From C Yeoh</u> Update Publicity Officer's duties <u>From A Oien</u> Add Treasurer's duties <u>From S Martin</u> Numerous changes to bring the Tournament Director section up to date Remove 'Monthly Scheduled Duties' and distribute contents among relevant officers; add 'Other Scheduled Duties' for the things left over
15 Sep 2016	Draft 4	W Carney	<u>From E Hullstrung</u> Add Vice President / Membership Officer Change Social Committee purchases (purchases to be reviewed) Remove 'other scheduled duties' and reallocate contents where known; add 'other activities' Remove voting from President section (covered elsewhere) Formatting changes; minor edits
16 Sep 2016	1	W Carney	Summary for Vice President Rename to "Officers' Manual"
27 Sep 2016	2	W Carney	Add Club Steward detailed information from A Branford
27 May 2018	3	D Caon	Added State Library SA details to Publicity Officer Role

Overview

The purpose of this document is to help incoming Officers and Officials gain an understanding of their roles and to provide information for Club members who might be interested in nomination to an office.

This document is informal and descriptive in nature. It is meant to reflect practice, not prescribe it.

This document does not augment, substitute for or correct Club Regulations.

Duties of officers

It is the responsibility of all officers to ensure that the rules and regulations of the club are adhered to at all times.

Any officer should take monies for payment and record appropriately.

AJAD Coordinator

shall:

1. be a member of the Grounds and Equipment Committee.
2. direct, control and supervise all juniors participating in the AJAD scheme.
3. receive coaching applications and all fees for Junior Club membership and hand all monies to the Treasurer.
4. arrange all details of AJAD beginners coaching courses, including nomination of dates, notification to applicants and selection of additional instructing personnel.
5. keep all records of all AJAD shoots and scores.
6. determine grading of AJAD members and issue appropriate awards.
7. maintain stock of and distribute all classification and achievement certificates and badges to AJAD members
8. be responsible for annual submission of name, age and address of AJAD members for affiliation with the Archery SA.
9. prepare and display at the club the previous weeks scores and gradings for AJAD members.
10. ensure the field is set up to suit the rounds to be shot and targets allocated prior to scheduled commencement time.
11. inform all AJADs of any tournaments and State Junior Team training sessions.
12. submit a written report to each Club meeting and the Annual General Meeting on AJAD matters.
13. undertake all other duties as directed by the Club.

Open clubroom, equipment room and access to toilet area.

Open Targets and Safety Signs and put out Safety Flags where necessary. Fit target faces to targets.

Open Allocation board and set distances or rounds for the day

Open up the notice board (external) and post notices such as Personal Bests and Records, plus any other notice deemed necessary

Ensure all Grade Passes, Six Gold medals and others are ready for presentation.

Put out arm guards and finger tabs

Hot weather put out umbrellas

Put out money tin on table inside club rooms

Ensure all names are on the board and the book is signed. Delegate field captain for the day.

Conduct warm-up exercises.

If grounds are littered with branches and bark, organize a walk across the field to pick up.

Scoring to be on the normal AJAD score sheets.

Scoring of programmed rounds to be on the normal club score sheets. Photocopy and record on the personal archer file log.

Every quarter (March, June, September, December) inform the Treasurer of AJADs who have been shooting for more than 6 weeks who have not been affiliated yet. This includes Name, Address, D.O.B., Bow Type.

Tournaments.

Handicap, Robin Hood, Wand, and any tournament programmed. Four weeks ahead begin preparation and announcements.

On the day announce the rules of competition. Conduct tournament

Beginners courses:

Instruct on procedures, sign book, money in tin, fill out temporary player form, name on allocation board.

Outfit with arm guards, finger tabs, bows and arrows after eye dominance check.

Discuss with parents: procedures, commitments and expectations.

Conduct instruction in clubrooms on 10 steps, safety and general expected behavior.

After break instruction begins at 5 metres.

At 9.30 am prepare (with volunteer parents), canteen.

At 9.40 am for break. Varies with shoot being conducted.

Welcome visitors, announce important notices regarding AJADs inc' presentations. Recognize achievers. Check general notices regarding club announcements.

End of shoot:

Targets in AJAD cupboard

Check score sheets.

Wipe allocation board

Put back arm guards, finger tabs etc Close notice board

Check club rooms for the way it was found. (Tidy, clean where necessary and chairs put back in cupboard).

List results in the Sunday Mail form for faxing to Sunday Mail.

During week transfer all scores to the record book and list all passes, medals and achievements for notice board for the following Saturday.

Attend the club's monthly meeting and present report.

Prepare the following years calendar

Attend the annual presentation evening and present all tournament trophies.

Attend any meetings and coaching courses deemed necessary for administration of the AJAD programme.

Liaise with Equipment Officer on repair of Equipment.

Organise Christmas Break-up Shoot, liaise with social coordinator on requirements for BBQ etc.

Announce closing date for novelty target faces. Purchase small gifts for best boy and girl target face, high and low scores for shoot and purchase gifts for parent helpers.

Announce commencement date for following year.

Keep appropriate notice board current and uncluttered by out of date and/or inappropriate material.

Assistant AJAD Coordinator

shall:

1. be a member of the Grounds and Equipment Committee.
2. assist the AJAD Coordinator.
3. perform the relevant duties in the absence of the AJAD Coordinator.
4. control the sale of food and drinks during the break.
5. undertake all other duties as directed by the Club.

Building Officer

shall:

1. be a member of the Grounds and Equipment committee

2. be responsible for arranging maintenance to club buildings, maintenance of the general equipment used therein, alterations to buildings, procurement of items and their placement to or within buildings.
3. Maintain records of buildings maintenance activities and costs, list of volunteers, contractors, contacts and a schedule of regular maintenance requirements.
4. Support and cooperate with officers in matters related to the particular areas of buildings allocated to them to carry out their duties.
5. Submit a written report to each Club meeting and the Annual General Meeting.
6. Undertake other duties as directed by the Club.

It is the responsibility of the Building officer to ensure that graffiti is removed from the outside of the building as soon as possible.

Club Coaches - longbow, recurve and compound

shall:

1. coach members as requested.
2. undertake all other duties as directed by the Club.

To foster and encourage archers to continuously improve their shooting to reach their ultimate goal.

The coaches should be a minimum level 2 NCAS accredited with at least 2 years experience in archery.

To assist archers who require help with shooting form, technique and equipment.

To arrange training times for archers who request assistance.

To arrange and provide information sessions on a regular basis for archers who have recently joined the club. These sessions should include string making, equipment maintenance, arrow making and tuning of bows.

Club Steward

shall:

1. be a member of the Grounds and Equipment Committee.
2. review and report on the condition of fixtures and fittings in the clubroom.;
3. organise rosters for cleaning the clubrooms.
4. organise stock for the canteen, toilets and kitchen.
5. submit a written report to each Club meeting and the Annual General Meeting on stewardship matters.
6. undertake all other duties as directed by the Club.

Clean the clubrooms weekly. This includes the actual clubroom, toilets and the walkway between the toilets.

The floors need to be swept and washed.

The sinks cleaned.

The toilet bowls cleaned

Empty rubbish/can bins

Cobwebs need to be kept down both inside and out.

On occasions the windows should be cleaned

Wash the tea towels as required

Ensure that purchases are made to restock the canteen for resale. Ensure that the prices are correct and that we are not making a loss. Purchase other items as required for other committee members if asked. Purchase cleaning equipment as required.

The computer is used for the following and the programmes are as follows:

WORD

Prices

Grocery Order Form

Details - August 2016

One of the tasks of the club steward is the purchase of supplies for the canteen and club. The AAC is a 'not for profit' organisation so the purpose of the canteen is not to make a lot of money but it should offset the costs of cleaning products, paper towel, toilet rolls etc.

At the club, make a list of items required for a shopping trip. Some items will be put on the white board, but check the supply cupboards and shelves in the toilets. Generally this is required around every 3 weeks or so, however one off purchases can be made if there is a sudden shortage.

As bulk supplies are required it makes sense to shop at a bulk store. At the moment AAC use Campbells Wholesale. There is no membership fee, but a membership card must be presented. There are 2 locations:

POORAKA
60-64 Diagonal Road
Pooraka SA 5095

NORTH PLYMPTON
65 Deeds Rd
North Plympton SA 5037

The steward should use the one most convenient.

However for drinks, such as Coke, Solo, Fanta and Ginger Beer, and sometimes coffee, supermarkets like Coles, Foodland and Woolworths, will offer better value due to the frequency of discounts. Of course, when required and convenient, other products such as milk, paper plates etc. can always be purchased there as well.

Note: cans of flavoured mineral water (lemon and lime is popular) are only found at the bulk store!

Thus 2 shopping expeditions will be required for all purchases. These do not need to be made on the same day or the same week. Both the shopping and the delivery of items is up to the discretion of the steward.

At the Bulk store

A large trolley will be required, best sourced before entering the store.

Chocolates

When selecting boxes ensure that the box has not already been opened. This will occur when shoppers want only one or 2 items rather than the whole box. Also be mindful of the sizes of the chocolate bars. There are 'giant' and 'twin' versions which may be selected inadvertently and will possibly cost more per item than the listed club price list.

Chips

Ensure that boxes have not been opened. These are popular items and so it is advisable to get at least 2 boxes of each flavour required. Possibly 3 of the plain variety as these go quicker.

Paper and plastic products etc

Toilet rolls and paper towels can be purchased in large numbers. Also paper plates and serviettes. The bins need 3 different sizes for plastic bags. The kitchen tidy needs small bin size, the bins near the toilets are ok with medium size, while the 2 bins in the cupboard will need extra large.

Floor Cleaner versus Hand Wash

Beware these items can come in the same shape container. The Hand Wash is pink so do not buy the pink disinfectant/floor cleaner.

Other Items

Many other items can be found in the bulk store and it is often a matter of searching. Popular items are sesame snacks, soup and small packs of biscuits.

Delivery to the Club

This is at the steward's discretion. On weekdays the park gate near the council depot is unlocked and cars can drive around to the club.

Coaching Coordinator

shall:

1. be a member of the Shooting Committee.
2. direct, control and supervise all matters of archery coaching for beginners, arrange all details of beginners' coaching courses, including nominations of dates, notification to applicants and selection of appropriate instructing personnel.
3. receive applications and fees for beginners coaching and hand all monies to the Treasurer.
4. keep an up to date record of qualified coaches and instructors.
5. submit a written report to each Club meeting and the Annual General Meeting on coaching matters.
6. undertake all other duties as directed by the Club.

Ensure sufficient coaches are allocated to each beginners course.

Ensure the beginners courses are run as per AAC Instructors Guide.

Liaise with Equipment Officer that sufficient equipment is on hand to run Beginners Classes.

Liaise with the WEA.

Have input into the Club Calendar with regard to Beginners and WEA Courses.

Keep appropriate notice board current and uncluttered by out of date and/or inappropriate material.

Equipment Officer

shall:

1. chair the Grounds and Equipment Committee.
2. ensure that all Club equipment is in an adequate state of repair and arrange for the purchase and construction of new equipment.
3. organise "working bees" as and when required in such a manner that the appropriate personnel, equipment and materials are present.
4. allocate priorities of work.
5. prepare a submission to the Club seeking approval of all extraordinary expenditure.
6. account to the Treasurer for all expenditure incurred.
7. submit a written report to each Club meeting and the Annual General Meeting on equipment matters.
8. undertake all other duties as directed by the Club.

The Equipment Officer is the chairperson for the Grounds and Equipment committee. Is responsible for all repairs to and the purchase of new equipment. Organize but not necessarily run the working bee's.

Prepares submissions to the Club for approval of all extraordinary expenditure.

Account to the Treasurer for all expenditure incurred.

Submit a written report to Club and Annual general meetings. Make sure there are plenty of faces on hand.

Ensure the Equipment Room is kept clean and tidy.

WORKING BEES .

Put empty 240 litre rubbish bin in equipment room by the day of the working bee so cardboard can be put in it. (you will fill this bin, so it needs to be empty before you start).

Arrive at least half an hour before start time to set everything up. Make glue, sort target faces to be repaired. Organise people as they arrive.

People needed, preparing target faces (2), gluing (3), cutting up disused faces (1), total people (6).

When putting target faces in shooting cupboard, repaired faces are used before new faces.

Check to see that enough target faces are in the shooting cupboard before a shoot.

AJAD faces are kept separate from senior faces, AJAD coordinator or assistant to monitor AJAD targets and to tell you when repairs are needed.

Assistant Equipment Officer

shall:

1. assist the Equipment Officer.
2. perform the relevant duties in the absence of the Equipment Officer.
3. prepare target faces.
4. undertake all other duties as directed by the Club.

Field Captain

shall:

1. be a member of the Shooting Committee.
2. direct and control all archers shooting on the field according to the appropriate rules.
3. ensure all caution signs and flags are set up before shooting commences and removed after completion of the programmed round.
4. ensure the field is set up to suit the rounds being shot, fifteen minutes prior to the scheduled commencement time.

5. be the final authority in any dispute that cannot be amicably settled by the archers on the target.
6. in the Recorder's absence, collect and file completed score sheets in the appropriate place.
7. If the Field Captain and the Deputy Field Captain are unavailable, the Field Captain must notify a member of the Executive who will appoint a stand-in Field Captain for the day.
8. undertake all other duties as directed by the Club.

Ensure that all safety signs are open.

Open the clubroom.

Open the target allocation board and put up rounds to be shot on the day. Ensure visitors and equipment fees are entered in the receipt book and that visitors sign in.

Temporary player's forms are completed.

Check that practice rules are being observed.

At 1 p.m. ensure that all practice has ceased.

At 1.05 p.m. set out the target allocation board according to the safety rules. Control the shoot with audible whistle signals.

At the break, ensure the counter is manned, read the notices, present awards and introduce new members and present them with their club information pack.

When all rounds have been completed and no one wishes to practice, ensure that all target butts and safety signs are closed.

If a long round or further practice is continuing, inform a responsible person that they are to ensure that all butts and safety signs are closed at the cessation of shooting.

Close the target allocation board, toilets and workroom and ensure all lights are switched off.

Turn off the air conditioners/heaters and lights in clubroom and lock the doors securely if no other officer is working in the room (and turn on the alarm).

Deputy Field Captain

shall:

1. be a member of the Shooting Committee.
2. perform the relevant duties in the absence of the Field Captain.
3. undertake all other duties as directed by the Club.

Groundsman

shall:

1. be a member of the Grounds and Equipment Committee.
2. be responsible for the maintenance of the club grounds and target butts.
3. submit a written report to each Club meeting and the Annual General Meeting on Groundsman's matters.
4. undertake all other duties as directed by the Club.

Keep grass cut and edges trimmed in all areas not mown by council including the mound and along boundaries.

Keep all distance markers, control valves and sprinklers clear of grass. Poison all grass infringing on paved aprons in front of butts.

Ensure grounds are kept clear of all fallen branches, sticks and other debris. Maintain and keep in good working order the grounds watering system. Maintain, service and keep in good working order the ride-on-mower, grass trimmer and other grounds equipment.

Organise and supervise working bees for target butt maintenance as required.

Ensure all safety signs and mound screen is in good condition and painted.
Ensure graffiti is removed from butts, signs and screen as soon as possible.
Liaise with Council to ensure grounds are mown regularly and organise additional cuts prior to Tournaments and special functions.
Regularly report to club meetings all matters requiring their attention. Submit budget items in excess of normal maintenance.
Ensure Lockup is kept clean and tidy.
Change butt keys first weekend of new financial year (July)

Librarian

shall:

1. maintain the Club Library and Library records.
2. submit a written report to each Club meeting and the Annual General Meeting on library matters.
3. undertake all other duties as directed by the Club.

Maintain the library collection in good order by repairing torn and damaged items and placing in order on the shelving.

Issue items as required by placing the name and date on the borrower's card.

Receive returned items by marking the return date on the borrower's card and returning the item and card to the cabinet.

Check periodically to see if any items are overdue.

Notify members via the Notices of overdue items and if the items are not returned ask the secretary to send a letter to the particular member.

Purchase items as required using the allocated library budget.

Prepare a borrowers card for new items and insert into the item. Register new items into the library catalogue.

Produce an updated library catalogue listing periodically.

Notify members of new items. via the newsletter.

Perform an annual audit and prepare a report based on the library catalogue

Keep appropriate notice board current and uncluttered by out of date and/or inappropriate material.

President

shall:

1. act as the nominal head of the Club.
2. be responsible to the Constitution and the majority vote of members.
3. except as provided for in the Constitution, preside over all general, special and annual general meetings of the club in such a manner that business may be conducted in due form and with the simple rules of debate being adopted.
4. upon the minutes of the previous meeting being confirmed, sign the minute book in the presence of the meeting.
5. prepare an annual report for presentation at the Annual General Meeting.
6. be an ex-officio member of all committees.
7. ensure that all officers fulfil the responsibilities of their respective office.
8. be responsible for ensuring that the affairs of the Club are conducted in a manner consistent with the Constitution and Regulations.

Publicity Officer

shall:

1. prepare and distribute an internal Club newsletter.
2. use the media to publicize Club events.
3. submit a written report to each Club meeting on publicity matters.
4. maintain the club Facebook page
5. maintain the club web site - when this role is allocated to the Publicity Officer
6. distribute minutes of meetings
7. undertake all other duties as directed by the Club.

It is the publicity officer's job to produce the club's magazine every month. This involves asking members for articles on any subject, but mainly of interest to club members. This may be in the form of an important message to all members, or simply of a social or humorous content, depending on the way that the editor sees the magazine.

The club computer and printer is available for the publicity officer's use. Knowing someone who is conversant with modern photography methods is also very much an asset if you wish to produce photos of a reasonable quality, which will photocopy without problems. Produce 2 colour copies, 1 for the notice board and 1 for State Library archive.

Email to: SLSA.Acquisitions@sa.gov.au, or

Post to: Legal Deposit (Serials)
State Library of SA
GOP Box 419
Adelaide SA 5001

Most of the newsletter is distributed electronically via the email mailing list. There are a few members who does not have email address; their mailing details are in the Club's scoring database on the club's computer.

The club currently has a Facebook page and runs a members' forum on Facebook.

Adelaide Archery Club

Adelaide Archery Club Members (closed group)

The Publicity Officer is required to maintain that the forum is not being abused, and make sure the members on the forum are current and financial. Check for messages sent to the club via the Facebook messenger.

The club's website is currently hosted by IMG Sports. There are tools available for maintaining the club's website via a content management console provided by IMG Sports.

The computer is used for the following and the programmes are as follows:

ACCESS: Mailing Labels

Word: Newsletter

Web Browser: Members mailing list, maintaining club's website, Facebook page

Recorder

shall:

1. be a member of the Shooting Committee.
2. keep records of all shoots and scores.
3. determine handicaps, ratings and classifications of members and issue appropriate awards.
4. maintain stocks of, and distribute all classification and achievement badges.
5. be responsible for preparation of classification, record and medal claims to Archery SA and Archery Australia as may be required from time to time.
6. submit scores to the media as may be required.

7. prepare and supply to the Publicity Officer for inclusion in the internal Club newsletter any noteworthy achievements by club members or visitors.
8. prepare and maintain at the Club, a chart showing club records as shot by club members, also State and, where known, Australian and World records for rounds.
9. submit a written report to each Club meeting and the Annual General Meeting on recording matters.
10. undertake all other duties as directed by the Club.

Weekly:

- Enter scores after programmed rounds.
- Award Six Gold, Perfect and All Gold Range and any Classifications medals.
- Send Saturday's scores to Sunday Mail

Monthly:

- Handicap spoon
- Send any record scores to State Recorder
- At end of month print copy of Club ratings and put on board.
- (odd-numbered months starting with January) Send list of ratings to State Recorder for both Target and Indoor.

Update Club's Record list and print record cards

File score sheets in drawer, in date order, by month. Discard score sheets for the same period last year.

Order medals and inserts as required from State Recorder.

Keep appropriate notice board current and uncluttered by out of date and/or inappropriate material.

Maintain a supply of scoresheets for Club shoots and 'special' shoots requiring headed scoresheets.

Assistant Recorder

shall:

1. assist the Recorder.
2. perform the relevant duties in the absence of the Recorder.
3. undertake all other duties as directed by the Club.

Secretary

shall:

1. be a member of the Finance Committee and an ex-officio member of all other committees.
2. maintain records of meetings.
3. receive, record and disperse all incoming correspondence as required and prepare and record all outgoing correspondence as required.
4. be responsible for the administrative records of the Club, other than financial records, and keep them in such a form, place or manner as the Club shall direct.
5. make all records available for inspection by the Auditors or any member of the Club.
6. draw up an agenda for each meeting and supply a copy to the President.
7. call for and receive nominations for all offices prior to elections in accordance with the relevant Club regulations.

8. undertake all other duties as directed by the Club.

Be a member of the Finance Committee and an ex-officio member of all other committees

Major tasks for the Secretary in this area is input to the annual budget and to be a bank signatory.

Ex-officio member of other Committees, including Social Committee, Grounds and Equipment Committee and Shooting Committee: may also include various ad-hoc committees for special purposes such as building projects. Secretary is welcome to attend any or all meetings of these committees but in practice is usually limited to occasions when secretarial services (minute taking, letter writing, etc.) are needed.

Maintain records of meetings

Take minutes of meetings, type these up, photocopy enough copies for the next meeting and have copies available to members at the next meeting and on request. Minutes are filed as a permanent record. Minutes should be distributed to club members by e-mail as soon as possible after each meeting.

Minutes of all meetings are held in electronic form (Microsoft Word format) on disk and distributed as PDF files. This enables particular information discussed or motions passed at meetings to be located by the use of text searches.

Receive, record and disperse all incoming correspondence as required and prepare and record all outgoing correspondence as required

Empty post office box (PO Box 133, Walkerville Post Office) at least once per week; open all letters and record brief details of all correspondence for Club meeting agenda ("Correspondence inwards"). Distribute correspondence to relevant Club Officers. This generally, but not exclusively, includes Treasurer (bank and credit union statements, accounts for payment, etc.), Tournament Director (notices of tournaments, results, entry forms, etc.) and Social Coordinator (venue advertisements, fundraising promotions, etc.).

All correspondence pertaining to Club matters must go through the Secretary. Where other Officers write or receive correspondence directly, a copy must be lodged with the Secretary. The Secretary must answer correspondence other than that distributed as above. Copies of all letters written, forms filled in, etc., must be made and filed as well as briefly detailed in the agenda of the next Club meeting ("Correspondence outwards"). Paper correspondence should be scanned to PDF format and stored electronically when this is appropriate.

Electronic correspondence to the Club's e-mail addresses must also be examined, distributed and/or answered on a regular basis (every day preferably). The secretary is primarily responsible for the following email addresses:

secretary@adelaidearchery.org.au

admin@adelaidearchery.org.au

info@adelaidearchery.org.au

These addresses are part of the club's Office 365 service, which is described below.

Be responsible for the administrative records of the Club, other than financial records, and keep them in such a form, place or manner as the Club shall direct; make all records available for inspection by The Auditors or any member of the Club.

These records include such matters as:

Adelaide City Council Sporting Licence renewal.

Adelaide City Council parklands usage form.

Council requests for information and surveys.

Insurances: building and Contents insurance, "Certificate of Currency" for Public Liability insurance (from the CEO, Archery Australia — PL insurance is handled nationally, actual company varies from year to year).

Certificate of Incorporation as an Association. No number but dated 22nd September 1958. Copy held on file.

Building project records (drawings and specification as well as building approvals)

Work Cover certificate of Registration (Employer Number EI 2167202) —note that we do not have or pay any employees. This was at a time (1994) when the idea of paid Coaches was considered.

Records are maintained in several places. For most records the primary reference copy is held in the club's Office 365 account. Working files are also held in Office 365.

Archived copies of older correspondence; minutes and other material are kept in date order in cardboard archive boxes in the archive cupboards in the Clubrooms and in folders maintained by the Secretary.

Records are made available for inspection on request to the Secretary or another appropriately authorised officer; as a matter of normal data security, unrestricted access to the Club's online records cannot in general be given to all club members.

Draw up an agenda for each meeting and supply a copy to the President

A pro-forma of the monthly meeting agenda is used as the basis for the agenda for each meeting. This is filled in during the month leading up to the meeting using matters carried forward from the previous meeting, apologies received from members, correspondence received and any matters arising from correspondence. Important matters coming up at the next meeting may need to be publicised in the Notices. This agenda is printed out just before the meeting ready for the meeting Chair. With a change of heading (from "Agenda for..." to "Minutes of...") it then becomes the bones of the minutes.

The AGM is similar except that 21 days notice must be given in writing to the Secretary for "other business" as described in item 11.7 in the AAC Constitution.

Post notice of Special meetings and produce voting forms and gather absentee votes as required.

Call for and receive nominations for all offices prior to elections, subject to the President's responsibility to call for nominations at the meeting

The election of Club Officers is conducted at the Annual General Meeting in September each year. Nominations are called for in sufficient time that nominations can be received and processed according to the Regulations. Nominations must be made on the form developed for that purpose. A stock of these must be photocopied before nominations are called. It is important that nominees agree to stand, declare that they are not precluded from holding office for various reasons and they agree in writing to the publication of any information (phone numbers, addresses, e-mail addresses, etc) in the public records of the Club (particularly the Shooting Calendar).

An absentee voting form must be prepared, published on the notice board, and made available in paper form so that club members can vote according to the regulations. As of the 2016 AGM, the club President or Secretary provides a ballot box in the clubrooms to receive absentee votes; votes can also be posted.

Before the meeting, voting forms must be prepared and photocopied. The AGM Chair (normally the President) calls for any further nominations from the floor during the AGM for any positions for which no nominations had previously been received.

After the meeting, Archery SA should be informed of any changes to the club executive positions and contact details.

Undertake all other duties as directed by the Club

Duties vary from time to time but currently include:

Maintain Notices for reading during programmed shoots. This involves adding material from other Club officers, deleting items as they go out of date and a major re-write soon after each monthly Club meeting. Maintain a Club Brochure including current Club fees and dates for Beginners Courses in both printed forms for posting and electronic for e-mailing.

Keep notice boards around the Clubroom current and uncluttered by out of date and/or inappropriate material.

Maintain an up to date version of the Adelaide Archery Club Constitution and Regulations. These are maintained as Microsoft Word documents and are amended as and when they are changed by meetings (AGM or Special Meetings for the Constitution, any monthly meeting or Special Meeting for the Regulations); the most recent versions are made available through the web site as PDF files.

Email and electronic records

The Secretary is the primary administrator of the club's Office 365 service, which is mainly used for email and record-keeping purposes. Currently the President also has administrator rights, and the Treasurer is a billing administrator.

In 2016 the Club's email and records were centralised in a single service, rather than being spread among personal accounts and various ad-hoc arrangements. The President, Vice President, Secretary, Treasurer and Publicity Officer have email addresses that will be maintained regardless of who the officer happens to be in a given year, thus preserving records and contact addresses:

president@adelaidearchery.org.au

vicepresident@adelaidearchery.org.au

secretary@adelaidearchery.org.au

treasurer@adelaidearchery.org.au

publicity@adelaidearchery.org.au

In addition, the following shared mailboxes exist:

info@adelaidearchery.org.au

admin@adelaidearchery.org.au

The info address is the main contact address for the general public. Admin is intended for administration within the club (membership and so on). The secretary address is the primary contact address that is given to Adelaide City Council and other organisations.

The President, Vice President, Secretary, Treasurer and Publicity Officer can log into the service through a web browser at *portal.office.com*, giving the email address above as the user name along with their password. For email, it is also possible to use an Exchange-compatible email client.

Records are kept either in the OneDrive cloud storage of the individual users (mainly the Secretary) that can be opened from the 'nine dots' menu in the corner of the web page, or in the file storage section of a number of shared Groups that can be reached via the menu at the left of the Mail interface (you might need to click an arrow or two to see them). The only groups that are used much are 'Club Administration', which is mainly used by the Secretary, and 'Publications', which is shared by the Secretary and the Publicity Officer. The choice for the

Secretary of whether to use OneDrive or the Club Administration group for any particular item is not always obvious; as a general rule, things that are fully in the province of the Secretary like agendas and minutes under construction, voting forms and so on would be kept in the Secretary's OneDrive and more general and historical items like Council material etc. in the group. Also, the Windows 10 OneDrive client can sync OneDrive, which can be useful when taking minutes in the clubrooms.

The Treasurer stores master copies of financial records in OneDrive.

Office 365 supports file versioning, so earlier versions of files can generally be recovered.

Office 365 also provides several other features including online versions of Word and Excel. Desktop versions can also be used.

The cost of the service is proportional to the number of user logins (currently 5). Since this is a paid service, direct telephone support is provided. Plenty of tutorials and so are available too. See the Admin page to begin with.

The club's internet domain is currently (September 2016) registered at Domain Central. Domain Central also run the nameservers. DNS records have been set up for Office 365, with the exception of the web site.

Tournament Director

shall:

1. chair the Shooting Committee.
2. organise all Club championships and tournaments that are the responsibility of the Club including arranging prizes and coordinating officials.
3. submit a written report to each Club meeting and the Annual General Meeting on tournaments and shooting matters.
4. undertake all other duties as directed by the Club.

The TD takes office prior to the Silver Quiver Invitation; the Silver Quiver will already have been organised. There is also the remainder of the calendar to check.

The first thing the new TD should do is booking the ground for the Double Clout and Major Duncan Clout, which will appear in the current calendar [provisional dates]. This is done by calling the Adelaide University Sports Association. The booking cannot be done too far in advance - approximately 6 weeks - as the uni sports clubs and others have some sort of priority and the road runners and lacrosse clubs use the grounds regularly on Sunday mornings.

The TD is the Chair of the shooting committee. During July/August call a shooting committee meeting to set the calendar and call for any other shooting matters to be brought forward. The calendar is prepared and sent to Hunter Bros. South Rd, Thebarton 8234 0577. Setting the calendar is not easy, as you will see. We have to work around the Nationals, both senior and junior, as well as the other clubs' invitations and state events. The ARCHERY SA designated person sets the state program. The ARCHERY SA calendar will contain the other Invitation Shoot dates as well as the state event schedule. The state calendar will be circulated to all clubs, for inclusion in club calendars.

Keep the appropriate notice board current and uncluttered by out of date and/or inappropriate material.

TASKS ASSOCIATED WITH RUNNING A TOURNAMENT

- Silver Quiver and City of Adelaide Tournaments have only on-line registrations. Create flyer for tournament and send to ARCHERY SA for inclusion on their website.
Flyer on tournament notice board
- Club championships on-line registration. Forward to club webmaster for inclusion on club webpage. Flyer on tournament notice board
- QRE/SRS entries are on-line
- Tournaments/QRE/SRS require all archers to register with Archers Diary.
- Liaise with equipment officer for target faces, and person responsible for condition of target butts.
- Target Allocations, Sign on sheet, Tournament evaluation form
- Score sheets (Electronic scoring but have extra score sheets just in case), post to State Recorder within week of tournament.
- Medals, trophies
- Designate a person/s to run practise
- Open safety flags, put out extra safety signs as required
- Open target butts
- Attach Target Faces
- Put up club banner
- Set up marquee
- Set up umbrellas
- Set up tables and chairs
- Check with Social Coordinator re catering 6 weeks prior to event.

The Tournaments

Closing dates for tournaments/QRE/SRS and Club Target Championship is the Sunday preceding the event. Only consider late entries if it works for you, but it can be Pandora's Box !!

Target

The Club Target Championship event is Open Division only, and is to decide on the Club Champion in the various bow types. The event historically is shot on a Saturday No visitors or beginners take part in this event. Target allocation can take over an hour to do. It is most important to know who is going to take part in advance. In the past extra target butts have been needed, and so you will need to negotiate with ARCHERY SA. Ideally 3 to a target (especially Compound Archers) but no more than 4. The Target event is free to enter. Lunch is organised for all entrants and those assisting in the running of the event. Speak to Social Coordinator 6 weeks prior to the event.

Field

We shoot the same round as is shot at the Nationals [marked FITA Field]. We currently shoot our Field Championships in conjunction with the State Field Championships We pay the visitors' fee for those archers who have not entered the State Championships. There are currently 2 field courses: Eden field archers and Great Southern Archers.

ARCHERY SA will have called for expression of interest to host the State Field and therefore the club archers will shoot the event where it is scheduled

Indoor

We normally shoot a double Australian 1 [total 60 arrows] or a FITA I (total 60 arrows). Currently this event is held outdoors at the club grounds.

Clout

The Club Clout Championship is shot in conjunction with the Archery SA Clout Championships. Club archers may opt to just shoot as a club member and therefore the club will pay their shooting fee when they participate in the State Clout. We hold a number of clouts a year. Quite a popular form of shooting - usually around thirty take part. Set up two clouts and mark out the various distances according to the number and division of entries [see the AA rulebook]. The clout equipment is in boxes in the lockup under the verandah. The tapes and other gear are in the equipment room. Setting up a clout takes about 40 minutes and is not difficult with some helpers. At least five people are needed to do it in a reasonable time. The odd clout is the Major Duncan Clout shot at a round disc rather than the clout flag. We have two discs. The clout target area is thirty feet in diameter rather than the normal fifteen metres. The distances shot are the normal ones for the divisions. No entry fee. The club pays the Sports Association (They will send an invoice to the club).

Lord Mayor's Team Shoot

This is an Archery SA event. An entry form is placed on the noticeboard for the teams to enter. The club pays half the entry fee for all teams. Teams consist of three members all of the same bow type. Archers ratings are entered and averaged just prior to the teams being forwarded to Archery SA to see which teams qualify for which division.

Silver Quiver

Online Entry Flyer to clubs during August. We supply lunch and this is included in the entry fee. People who assist in running the event are also supplied with lunch.

City of Adelaide

Online Entry. Flyer to clubs. Currently archers have lunch at a designated hotel post shoot, and we buy lunch for the Judges

Memorial Shoot

All archers who turn up on the day shoot this event except beginners. Archers are requested to bring a plate for afternoon tea. Social coordinator will have invited past members to participate.

Wand

This round is shot on a Sunday. It has priority over other rounds but other rounds can be shot at the club that day.

Matchplay

Three bow types were involved, Recurve, Compound and Longbow. Barebow archers compete as either Compound or Recurve. Need at least six archers to make the event worthwhile. Archers who enter are selected in pairs in alphabetical order. Archers with names starting at the beginning of the alphabet started on the lower targets. When we get to the end of the alphabet and if we have an odd number of archers left we put three archers on the top target to start. Once the shooting process commences then the top target only has two archers on it as the lowest scoring archers both go down. Each pair shoot on the same target. The archers shoot 50m on an 80 cm face at the same time and have 2 minutes to shoot three arrows. They shoot four ends of three arrows and at the end of this the archer with the highest score moves to the right and the archer/s with the lower score/s moves to the left. If there is a tie then normal scoring rules for ties would apply hits, tens, etc.. We score inner tens as Xs only for tie purposes. Obviously when an archer is on the top target and they win then they stay where they are and the archer on the lowest target who lost stay where they are. This continues until six rounds of four ends had been shot. The two archers who reach the top target after six rounds then shoot off in the finals, which again are four ends of three arrows. At the end of the day archers have shot seventy two arrows or eighty four arrows if they made the finals. Each archer has their own score sheet on which they also write their opponents name and scores. At the end of the day by

looking at a score sheet you could see the archer's scores and who their opponent was and their score. The event starts at 1.30 pm, we have a break after four rounds and then complete the rest of the event by 4.30 pm. The Field Captain only needs to control the two minute shooting time because the archers will be able to decide amongst themselves who moves either left or right resulting in fewer officials required to run the Matchplay. Compromises If there are not enough targets to have each pair on a separate target then we would have a recurve and a compound or longbow pair on a target. (i.e. four archers) If you have more than fourteen archers for each bow type then you will need to divide the archers into two groups. This also means if you have more than twenty eight archers you will need more groups. If this is not done then an archer who starts on the lowest target does not get the opportunity after six rounds to get to the top target to shoot in the finals. For the finals the highest scoring archers on the top targets in the groups would shoot off for the finals.

Archery SA Tyro/Veterans

Online entries. Currently SVAC host this event on behalf of ARCHERY SA.

Documents

WORD: Club Calendar Regulations Entry Forms Silver Quiver Lord Mayors City of Adelaide certificate Lord Mayors Results

EXCEL: Entry Forms City of Adelaide, Longly, Metric Philadelphia; List of Plaque holders; Trophy list for presentation

Public Officer

Undertake the duties of Public Officer of an incorporate body as directed by the Associations Incorporation Act 1956-1965 as amended from time to time.

The actual duties of the Public Officer appear to be holding the "Common Seal of the Adelaide Archery Club Incorporated" and signing any document requiring the signature of the Public Officer (once in the last 25 years).

Treasurer

Weekly

- count and bank cash and cheques in tin and drawer
- pay bills by cheque or bank transfer using CommBiz
- enter receipts and payments into GnuCash data base

Monthly

- enter bank transfer receipts into GnuCash data base
- reconcile GnuCash data base with bank statements
- produce monthly reconciliation for presentation at Club meeting

Annually

- incorporate adjusted AA and ASA fees into Club fee schedule
- in April or early May, chair finance committee meeting to produce proposed budget for next financial year
- present proposed budget for approval at the May Club meeting
- in June advise club officers of their stocktaking duties
- in July prepare financial statements for the auditor including, but not only, budget versus actual figures, list of debit transactions, bank reconciliations and stocktake
- books to Auditor (either in July or August, whenever they are ready).

- present audited accounts to the AGM in September for approval

Vice President / Membership Officer

The Vice President shall:

1. Perform the functions of Membership Officer
2. Perform certain functions of the President in the absence of the President as required (for example chairing meetings)

Weekly

Check for payment of fees in receipt book and on-line – enter appropriate information into databases.

Enter Temporary Players plus Statistics into spreadsheet in documents.

Check AJAD Register for Stats

Check there are enough application forms in rack

Check SportsTG for any pending applications

Check for payments

Check receipt book and on-line payment

Check bank transactions

If payment found enter on bottom of application form for new members amount and date paid. For renewing members update on STG database and AAC database if necessary.

Enter new members on STG Database

Logon to STG

Click on members – click on Network Search – look up name of member in Network search to see whether they are already in the system.

If not on system click add and enter all appropriate information. If they have no email address put in discard@adeleaidearchery.org.au as an email address is a requirement.

Save – Click subscription – next – tick yes financial end date – click on calendar – change date to 12 months time from paid or accepted date whichever is the latter, changing year first then date and month – generate – post – payment – (choose payment method) – process payment.

Write membership number on application form.

If other members to enter repeat.

For family group

Enter all on IMG but do not do subscriptions. When all entered go to adult name and click on edit- click on links – tick primary member - save – links – type in name – search – click on green icon on right hand side, one person at a time. Go to primary person (eg adult) and click on subscription – choose member type (eg 1 adult, 2 minors) – click on duplicate account for each person. Finish off as normal.

Renewing members

STG – Members – Member listing – Search – Choose member- click on view – check date membership due – go to subscriptions – next – tick yes financial end date – click calendar – change date to 12 months from date due – generate – post – payment (choose payment method) – process payment

Online payments

Click on Subscriptions in blue box

Transactions
Settlements
Click on Adelaide Archery Club
Check name – if financial change status to active
Change AAC database to financial if necessary

List on wall

Write new member's name and Affiliation number on Members Code Listing on wall.

Put on AAC Database

Edit archers records.
Select record, scroll to check for name.
If name there enter correct details.
Exit on red cross.
If not on list click add archers details.
Enter using caps lock.
Click financial, post (if no email address) & normal.
Next add any additional persons if necessary
Put shirt order in Shirt order container.
File application in members folder

Make up New Members Pack.

Contains
Constitution, Regulations, Society Calendar, Club Calendar, New members Notes, Metal Lapel
Badge, AAC Sticker & Affiliation Pouch.
Write Name and Number on Club Calendar.
Put pack in box near TV for distribution

AJADs

AJAD sign in sheet from AJAD register add individual archers who are not members to a list.
When they have shot 10 times then we affiliate them. Put note in AJAD drawer to get more
information from AJAD coordinator to enable affiliating.
Add as new member in AA database – enter member type as AJAD and Subscription type as
cub etc. - under subscriptions change club fee to zero – deduct club amount from total fee –
financial end date to current date in 12 months time.

APPLICATION FORM

Attach application and shirt order form together.
Put in rack
Application forms on clip are awaiting payment.
Loose applications are for next club meeting

Monthly

First Week

send renewal notices to those who have no email address
check for non renewals previous month to make unfinancial on AAC database
send user name and passwords to new members.
update list on wall
File ARCHERY SA affiliation list in folder and give Account to Treasurer

Renewals

AAC Database – management – subscriptions – continue – check payments – add missing
amounts or adjust incorrect figures – click out.

Send letter for membership due in following month to archers without email addresses.
To get list – STG Database – members – export – all members – drop box – choose renewal – click financial – next – export- open – highlight financial date column – go to tool bar – data – sort – expand selection – sort by financial date then by email address – OK – make note of member with generic email address

AAC Database – management – subscriptions – view & print subs letters – continue – click on pencil/ruler/set square icon – change dates as appropriate – re-click pencil icon – click on page at bottom left until you find name print page number – print on letterhead - logo down and front .

Inactive Members

Check unfinancial members of more than one month to make inactive in STG database.
Members – Export – all members – drop box choose inactive – select active and unfinancial – next – export –open – highlight finance column – data – sort by financial – list names – database – members – listing – search – find name and click green tick.

AAC database – make list of names unfinancial and no post.

Send User Name and Password

Members – send email - campaign management – complete –click on sent – next – export – OK - check previous months names – make note

Members – distribution lists – new member logins – click members –ensure active, financial, all records, subscribed - click on green status for those members who have already received this email in previous month

Members – send email – distribution list – drop box new member login and user name – active financial – next – type title (e.g. month users) – subject archery logins – generate campaign – manage campaign – send – send campaign

Members List – change 1st week of month

AAC Database – code listing – name order- write date on top of list.

Third Week

Check Pending/Online applications prior to club meeting on STG

Present New Member applications to club meeting

Write date accepted on application

Last Week

Letter of Acceptance new members

NEW MEMBERS

1. Letter of Acceptance
2. Once payment received process application
3. Change or enter in STG Database
4. Write name and number on list on wall
5. Put on AAC Database
6. Make up new members pack
7. Put shirt order in folder
8. Send user name and password 1st week of next month

Club Meeting

Read out new members name, previous experience or course information.

Fill in date approved. Give secretary names for minutes

Letter of Acceptance

My documents –AAC – Vice President – New Members – Adjust Name and Address of new member.

Send by e-mail — copy from Vice Presidents file New Member wording – attach New Member Letter – send – repeat for all new members.

If they do not have an email address, when you have adjusted letter print and post.

Send emails

Affiliations are paid on receipt of an invoice from ASA.

Quarterly

Send stats to Drew Sharpe before Society meeting

Each week enter the club statistics from the AJAD register, Shooting register and Visitor's book into spreadsheet.

In documents – Vice President – Membership – Stats

Enter required information for Weekly participants, Visitors and Temporary Players.

Fees adjustment on STG

To make adjustment to templates for changes in membership fees go into Tools along top line and then choose email templates.

Duties of committees

Executive

The Executive (or Executive Committee), made up of President, Secretary and Treasurer meet as required to consider confidential matters (such as unusual arrangements for the payment of Club fees due to financial hardship, disciplinary matters involving members etc.) and to make recommendations to Club Meetings for ratification. The Executive are also required to make suitable arrangements in cases of illness, vacancies etc. among all other Club Officers.

Finance committee

shall:

1. comprise the President, Secretary, Treasurer and Equipment Officer.
2. be chaired by the Treasurer.
3. oversee the finances of the Club, make recommendations to the Club meetings regarding submissions received from other committees, draw up an annual budget.
4. submit a written report to each Club meeting.
5. prepare relevant notices and announcements to be made at Club shoots.

In or around March, ask at a club meeting for Budget items.

The Finance Committee meets early in May to prepare a budget for voting at the May club meeting. Present the club budget to the May meeting to be voted on.

Grants

Grounds and equipment committee

shall:

1. comprise the Equipment Officer, Groundsman, AJAD Coordinator, Assistant AJAD Coordinator, Club Steward, Building Officer and up to two other members.
2. be chaired by the Equipment Officer.
3. oversee the maintenance and acquisition of equipment and the upkeep of grounds and butts.
4. maintain a Club Property Record and present an inventory for inclusion in the Treasurer's report at the Annual General Meeting.
5. submit a written report to each Club meeting.

Shooting committee

shall:

1. comprise the Tournament Director, Field Captains, Coaching Coordinator, Recorder and up to three other members.
2. be chaired by the Tournament Director.
3. oversee the conducting of scheduled club shoots and tournaments.
4. keep members advised of archery events conducted by Archery SA, Archery Australia and other clubs.
5. receive nominations and entry fees for such events, and ensure that entries are submitted by the due date.
6. submit a written report to each Club meeting.
7. prepare relevant notices and announcements to be made at Club shoots.

Social committee

shall:

1. comprise the Social Coordinator and up to two other members.
2. be chaired by the Social Coordinator.
3. organise social activities for the Club and welcome and attend to the welfare of new members of the Club.
4. submit a written report to each Club meeting.
5. prepare relevant notices and announcements to be made at Club shoots.

Other activities

June: stocktake is completed by Club Steward, Equipment Officer, Assistant Equipment Officer (target faces), Librarian, Groundsman, Building Officer and Recorder

July: life member meeting

August: organise calendar; check long service memberships

September: AGM reports

November: calendar to printers

December: annual break-up; AJAD break-up

Purchase of supplies

AJAD Coordinator — Trophies, Record Cards, Medals for AJADs

Club Steward — Drinks, Eats, Cleaning Consumables, First Aid, other items as requested by Officers

Equipment Officer — Glue, Faces, Arrows, Nocks, Piles, Fletches and replacement items.

Groundsman — Petrol, Gardening Consumables, Repair Items, Butt materials

Librarian — Books, Magazines, Videos

Publicity Officer — Paper, Envelopes

Recorder — Medals, Record Cards, Toner, Paper, Brother Tape, Name Tags

Secretary — Stamps

Social Committee — Supplies for catered events

Tournament Director — Trophies

Treasurer — Receipt Books

TBD - Badges, ARCHERY SA Books, Club Shirts