

## **Mayflower Archers - Roles & Responsibilities**

This document provides descriptions for current committee and non-committee club roles.

### **Responsibilities applying to all committee members**

- Be a positive representative of the club at all events attended (external or internal)
- Attend committee meetings, provide apologies when absence is unavoidable.
- Review committee meeting minutes and perform any assigned actions
- Support club working parties
- Contribute to running of club events and generally support running of the club.
- Regularly interact with club members to obtain feedback and suggestions from the general membership
- Act in the management of the club for the benefit of the membership as a whole.
- Ensure club rules and policies are enforced
- Seek out and welcome any new members

### **Roles:**

- Chairperson
  - Vice-Chairperson
  - Treasurer
  - Secretary
  - Membership Secretary
  - Records Officer
  - Club Captain
  - League Secretary
  - Junior Liaison Officer
  - Child Protection/Welfare Officer
  - Equipment Officer/Armourer
  - Outdoor Equipment Officer
  - Competition Secretary
  - Club Coaching Officer/Head Coach
  - Web & Social Media Officer
  - General Member
  - Grounds Maintenance Team
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## Mayflower Archers - Roles & Responsibilities (Contd.)

### Chairperson

- Take a high profile, visible position stance within the club to promote club activities.
- When necessary, bring any matters raised to the Committee for decision/action.
- Act as club representative in external archery events.
- Liaise with members of the Committee to ensure the activities of the club are progressed, including venue bookings, event bookings, Safeguarding affairs, budgets, meeting actions etc.
- Chair Annual General Meetings and any Extraordinary meetings which may be called.
- Chair Executive and committee meetings and any other meetings called to discuss club business.
- Use a casting vote in decisions where necessary.
- Communicate effectively with Executive, Committee and General Membership.
- Act to ensure issues within Committee are resolved effectively to ensure the ongoing business of the club is not affected.
- Act quickly to deal with problems that may arise within the club which require immediate action and where not taken on board by allocated officers.
- Take emergency action or make emergency decisions, in consultation with other members of the executive where possible.
- Call executive meetings as required to progress club activities and determine recipients of annual awards.
- Represent the club's interests, or organise proxy representation, at County, Regional, and National Archery GB meetings.

### Vice-Chairperson

- Provide support and assistance to the Chairperson in performing their duties and responsibilities.
- Undertake the role of chairperson at meetings in the absence of the Chairperson.

## **Mayflower Archers - Roles & Responsibilities (Contd.)**

### **Hon. Treasurer**

#### General Financial Oversight

- Oversee and present accounts and financial statements
- Liaise with committee about financial matters

#### Financial Reporting

- Present regular reports on the club's financial position
- Present Accounts at the AGM
- Advise on the club's reserves.

#### Banking, bookkeeping and record keeping

- Manage Bank Accounts
- Set up appropriate systems for bookkeeping, payments and lodgements
- Ensure everyone handling money keeps proper records and documentation.

**Club Secretary**

Generally to act as principal administrator within the club, including:

- Be responsible for all internal and external communications of the club.
- Receive and manage all correspondence on behalf of the club.
- Distribute all correspondence internally to other club officers as appropriate. Where necessary, bring any matters raised to the Committee for decision/action.
- Maintain club (documental) records including correspondence, insurances, leases, accident reports, bookings etc.

**Committee Responsibilities**

- Prepare agendas for, and attend Main Committee meetings. Take receipt of reports, and apologies from officers and prepare minutes of meeting.
- Circulate draft minutes to all Members of the Committee for their comments and prepare amended minutes to be considered by the next Committee meeting.
- Carry out any matters identified in the minutes as Actions to be undertaken by the Secretary.
- Distribute approved meeting minutes.

**AGM Responsibilities**

- Distribute notification of the AGM date, time and location.
- Receive and distribute propositions from members in advance of the AGM.
- Prepare the agenda for the AGM, take minutes & distribute.
- Attend the AGM and respond to the membership.
- Following the AGM, prepare calendar of meeting dates for the Main Committee, and the Coaching Committee and circulate dates.
- After AGM prepare contact list for all Members of the Committee to allow distribution of information received agendas etc.

**Other**

- Take advice from the Committee and arrange to represent, or organise proxy at County, Regional, or National Archery GB meetings.

**Membership Secretary**

**Objectives**

- To maintain, administer and process all paperwork pertaining to individual's membership of Mayflower Archers, both junior and senior.
- To administer existing club members affiliation to Essex County Archery Association, Southern Counties Archery Society and Archery GB in order to maintain insurance. To maintain and suitably distribute relevant details of existing club members where appropriate.
- Report to Hon Secretary of Members Details

**Specific requirements**

**Club Membership**

- Inform all existing club members of current club membership fees, methods of payment and due date.
- Collect membership fees from all club members wishing to renew by 1<sup>st</sup> May each year
- Record all renewing members and update details as necessary.
- Pay all membership fees into Mayflower Archers Bank Account
- Send out new membership cards and information emails to all renewing members and inform non-renewing members that they have left the club.

**Affiliation**

- Inform all existing club seniors of external association affiliation fees, methods of payment and due date.
- Collect external association affiliation fees from all senior members wishing to renew and forward these fees and members onto the relevant associations by the 1st October each year.
- Forward list of current juniors and the required en-bloc fees to relevant associations for affiliation by 1st October each year.
- Inform any non-renewing members that they have left the club and are no longer insured to shoot.

**New Members**

- Process any new member requests including collecting membership applications and correct fees at the time of application. Send membership card and welcome emails.
- Forward required paperwork and fees to the relevant associations in order to affiliate any new member.
- Deal with any enquiries regarding membership from existing and potential members.

## **Mayflower Archers - Roles & Responsibilities (Contd.)**

### **Records Officer**

- Maintain club records
- Produce Senior and Junior Indoor and Outdoor Handicap lists at the end of each respective season.
- Keep track of club and county records, notable achievements and handicaps as these will help inform the clubs annual awards.
- Inform Archery GB the winners of the Handicap Improvement Medals.
- Award indoor and outdoor Classification badges to successful members.
- Submit updated Club Record summaries for publication on the website.
- Facilitate County Record claims if required.
- Within Archers Toolbox update club membership (approve or reject new members).
- Take relevant scores submitted in Archers Toolbox and add them to the Club records.

## **Mayflower Archers - Roles & Responsibilities (Contd.)**

### **Club Captain**

#### Overview

- The Club Captain is a positive role model who represents the club and can be seen as a 'go too' person

#### Responsibilities

- To ensure that the club's rules of shooting, as stated in the rules of shooting are adhered to on all club days attended and report any incidents if necessary
- To act as the members' representative, on any matters connected with shooting, at all open tournaments attended.
- Ensure newer members are not isolated, brought into the mix and made to feel at home.
- Be a positive role model and good ambassador for the club.
- Oversee team selection for any league teams entered by the club.
- Communicate with team members and provide advice and support where required.
- Promote and encourage participation of members in club events and open competitions.

## **Mayflower Archers - Roles & Responsibilities (Contd.)**

### **Junior Liaison Officer (JLO)**

- Oversee and lead planning of activities for junior members.
- The JLO is to maintain a link between the junior members, and the committee and to be spokesperson and representative for the juniors at those meetings.
- The JLO is to maintain links with the Club Welfare Officer in relation to junior matters and ensure the juniors safety and wellbeing whilst at the club.
- The JLO is to ensure that all junior members have access to coaching and the opportunity to develop and progress in archery including awards
- Be available in person to both juniors and their parents/guardians either at the club or within reason at team competition where juniors are shooting for the club as a team.
- Attend within reason all club events where juniors are present whether junior clubs, Fun shoots or competitions.
- Encourage juniors to participate in the club progress scheme
- Organise and internal/external postal or open competitions with committee members help.
- Encourage juniors to participate in open and national shoots.
- Communicate with parents/juniors via media like WhatsApp/Facebook
- Have access to a £500 budget (to be reviewed annually) to be used competitions and social events.
- Requires up to date D.B.S check

## **Mayflower Archers - Roles & Responsibilities (Contd.)**

### **League Secretary**

- Overall responsibility for organizing club participation in league events.
- Ensure appointment of captains for individual league events and matches participated in by the club.
- Ensure publication of league events, team selection and results.
- Work with the Coaches, Tournament Organisers and Field Captains to ensure the rules of shooting are adhered to at the club at all times.
- The League Secretary takes part in choosing the team kit, awards (badges and trophies) for league events.
- The League Secretary is to be part of the selection process for awarding the role of Albion and Windsor Captains.

### **General Member**

- Engage and assist new members in participating in club activities, utilising facilities, and obtaining assistance where appropriate.
- Represent the views and observations of the club membership at club meetings
- Produce and submit a report for the membership at the Annual General Meeting.
- Participate in the selection of nominations for awards at the Annual General Meeting.
- Be a visible point of contact for members

### **Web & Social Media Officer**

- Manage club website, social media and hosting contracts
- Administer allocation of club email accounts
- Ensure appropriate moderation and control exists on any social media presence operated by the club
- Perform website updates and create and assign additional website maintenance rights as appropriate.
- Support other club officers in ensuring effective use of online tools.
- Ensure appropriate promotion of the club through social media channels in accordance with safeguarding and welfare protocols.

**Child Protection (Welfare) Officers**

- Be a confidential point of contact for any Welfare concerns and ensure these are handled appropriately in accordance with club and ArcheryGB policies.
- Maintain the club Safeguarding and Anti-Bullying policies and procedures in line with Archery GB policies.
- Ensure appropriate recruitment and vetting procedures are in place for new volunteers. (Please refer to the Archery GB policy).
- Ensure all adults with substantial access to children attend a child protection awareness course. Sports Coach UK and the NSPCC Child Protection in Sports Unit provide this type of training. (Qualified coaches will obtain child protection training as part of the licensing scheme).
- All adults with substantial access to children and vulnerable adults should undergo some form of criminal record check to ensure anyone with this access is not a danger to these members. You must therefore obtain their consent to undergo a criminal record check (Disclosure and Barring Service).
- Obtain application forms for standard disclosure from either the agency direct or from the Archery GB.
- Ensure you check the identity documentation of each person undergoing a criminal record check and sign the appropriate section of the form, which clarifies this verification has been done.
- Identify expiring protection checks or required welfare training. Assist individuals in ensuring compliance and renewing qualifications. Escalate any imminently expiring or lapsed requirements for specific roles to the Head Coach and Club Committee.
- Ensure a second person, a “deputy” is suitably trained and screened. He or she must be kept up to date on any ongoing poor practice and abuse cases in order that they can take over the role if and when required.
- Have the contact details for the local Social Services Department and Police readily available and incident report forms for recording any allegations.

**Club Coaching Officer/Head Coach – Roles & Responsibilities**

**Role Description:**

The Club Coaching Officer will promote best practice in coaches, coaching and club members development in the Club, helping to ensure that there is a regular programme for all coaches and club members. Reports/accountable to: [Mayflower Archers] Committee

**Responsibilities:**

- Chairperson/Officer of Club Coaching Committee – The Club Coaching Officer will be responsible for organising periodic meetings of all coaches to review and evaluate progress within the club. A function of this committee should be to promote development activities in the club. Mentor & coach recruitment.
- Coach Education – To promote education and qualification of all coaches within the club. The Club Coaching Officer will encourage all club coaches to attend appropriate courses, workshops, Essex/Suffolk Coaching Development days, seminars to receive coaching AGB Development points. The Club Coaching Officer will oversee the recruitment, appointment and development of coaches within the club.
- Encourage coaches to undertake the ABC's of coaching (Autonomy, Belonging, Competence).
- Club Coach Planning – The Club Coaching Officer will lead out in the development and implementation of a Club Coaching Plan. Request assistance from Mayflower Coaches, County Coaching & Key areas. Ie: Development Day's, Club workshops, Beginners Courses, Have a Go's or Try Archery.
- Ensure our coaches feel supported and appreciated.
- Oversee the appointment of assistant coaches for the year if required.
- To promote participation in Archery development for the whole club including Adult, Juniors and Archers with disabilities.

**Skills Required**

- Good communication, interpersonal and organisational skills.
- Ability to delegate key tasks to other Coaches where required.
- Coaching officers must be official members of their Club.
- Have completed a Child Safeguarding and DBS training.

**Other Requirements**

- Ideally qualified as L2 Development Coach or above.
- Have time to do the job.
- Have a genuine interest in Mayflower Archers & Essex/Suffolk Coaching.
- Motivated to set high standards for the Club to improve the whole Coaching Club Ethos.

**Equipment Officer (Armourer)**

To maintain the club's facilities and equipment keeping the club operating at a good standard.

**Coaching Container**

The coaching container is where all the training bows and other training equipment is kept but also is used for additional storage. Your involvement with the beginner's equipment is purely to assist the coaches by any means possible. It would be advantage if you were capable to make strings, fletch arrows and any other bow maintenance which might help the coaches. Any inventory which is taken will be conducted by the coaches with an up-to-date copy kept with the secretary but would exclude targets, stand mentioned earlier. The purchase of beginner's equipment would be the coaches' responsibility, but any welcomed input wouldn't go a miss.

**Training bows and Equipment**

Responsibilities to include

- Manage coaching container and contents
  - Ensure all training and beginner equipment (incl. bows, arrows) is maintained and suitable for use.
  - Compile and maintain an up-to-date inventory of all training bows and current locations.
  - Oversee hire of training equipment and assignment of equipment to new and current members.
  - Ensuring safe return of hire equipment after agreed 3 months hire period.
  - Work closely with current coaches with regards to training bow assignment and maintenance.
  - Work closely with Membership Secretary for training bow hire.
  - Work closely with Treasurer to ensure monthly hire and deposits are paid correctly and deposits are returned to members on return of kit.
  - Contacting members via email with regards to hire equipment.
  - Oversee short term loan of club equipment to current members
  - Identify need for additional or replacement equipment and work with the Head Coach to submit purchase requests to the club committee.
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**Mayflower Outdoor Equipment Officer**

As Mayflower outdoor equipment officer, you will be responsible for taking care of the club's equipment and containers. It will exclude the contents of the Tractor and Coaches containers.

- The outdoor equipment officer (O.E.O) will be given a yearly budget which will be reviewed after every AGM.
- Keep an inventory of all outdoor archery equipment including targets (straw and foam), stands plus all auxiliary parts.
- Responsible for cutting foam into cassettes as part of the repair to outdoor targets.
- Responsible for building or rebuilding layered foam 90cm and 130cm targets.
- Undertake any minor repairs required to the equipment and removal of targets out of service if heavily damaged.
- Seek committee approval for larger repairs and purchases.
- Liaise with the club captain when keeping track of target wear and tear.
- Put together a team of helpers to assist with the workload.
- Coordinate any necessary repairs to containers and club house.
- Organising any work parties just after the indoor season has finished.
- Coordinate and assist with the moving of indoor equipment to/from external shooting venues (e.g. Mayflower school).

**Companies**

Quicks Archery – Straw bosses 023 92254114

Ebay - Pallet of layered foam Egertec Archery

Wood – Travis Perkins

Orbital fasteners – Fixings and screws

Screw Fix/Tool Station – Fixings and screws

Grounds materials (type1) – South Essex sand and Gravel 01375 372020

Skip Hire – Marks skips 01268 271246

**Competition Secretary**

As the competition secretary, you will be responsible for the organisation of all internal competitions. The tasks would be as follows:

- Set calendar for the year ahead before the AGM, including outdoor and indoor comps confirming dates with committee.
- Liaise with Mayflower school to set dates for the forthcoming indoor season. Arrange around the end of March to reaffirm closer to the time.
- Arrange outdoor comps to cover all abilities within the club with consideration of shorter distance for junior/novice.
- Arrange indoor comps to cover all abilities within the club with consideration of shorter distance for junior/novice.
- Set up online booking facility (e.g. Trybooking) for internal competitions.
- Check and confirm all required faces are purchased and ready for the seasons ahead.
- Compile, target list together for each comp and advertise via Facebook, email etc.
- Liaise with field captain and outdoor equipment officer to confirm targets are in good condition and additional help is ready.
- Organise and run shoot on the day.
- Collate scores together to produce result sheet then distribute via Facebook, email etc

**Grounds Maintenance Team**

Whilst this role doesn't hold a committee position it is made up of a team of 4 volunteers who keep the grounds well maintained. The key points to this role are as follows:

- Responsible for cutting the grass on a regular basis.
- Inform the committee sufficiently in advance that the closure of the field can be communicated to all shooting members.
- Manage a small budget (allocated annually by the Treasurer) for all fuel purchases and smaller items. Larger purchases would require committee approval.
- Ensure maintenance to all mowers and ground equipment is carried out when required
- Keep the distance lines and markers clear and visible.
- Maintain the perimeter rope and safety signs which outline the range boundary.
- Communicate any ground deficiencies and requirements to the Club Committee