

## Arundown Archery Club at the Angmering School

### **RUNNING THE CLUB**

#### ***Jobs and Tasks that need to done***

##### Treasurer

- Collecting and Banking money
- Making payments for premises hire
- Paying subscriptions to County Treasurer

##### Secretary

- Distributing information to Members
- Dealing with GNAS and Sussex County
- Dealing with School Management and WSCC
- Arranging Meetings

##### Senior Club Membership Records

##### Junior Club Membership Records

##### Record Keeping

- Calculating Handicaps and Classifications
- Making County Records Claims
- Sending high scores to County records Officer for team selection

##### Range Equipment Acquisition, Repair and Maintenance

##### Beginners Equipment Acquisition, Repair and Maintenance

##### Publicity

- Website
- Newspaper Liaison

##### Fund Raising

##### Social

##### Beginners Training

##### Coaching

##### Arranging and Administering Postal League Matches

##### Arranging County League Matches

##### Setting up Field for County League Matches

##### Catering at County League Matches

##### Tournament Secretary

- Publicising Events
- Dealing with entries and Hall Layout
- Publishing results

##### Tournament Staffing

- Catering
- Equipment Moving
- Supporting and attending on the Judge

##### Demonstrations and Have A Go events