

Sherwood Park Fish & Game Association

Archery Director

Primary Role:

The primary function of the SPFGA Archery Chair is to promote and build the archery community within SPFGA through a combination of youth and adult shoots, social events and work parties. This position is a year-round role as the archery field is open throughout the year.

This person should be a motivated self-starter who is capable of new programs innovation and is eager to engage the membership in programs and events.

Requirements:

- Be a member of the SPFGA in good standing.
- Regularly attend SPFGA Board meetings in accordance with bylaw requirements, as well as attending General meetings, and Special meetings when called.
- Be knowledgeable in the use of modern, distributed collaboration tools such as (but not limited to): E-mail, Slack, MS Teams, Microsoft Office, Dropbox/OneDrive, Google Office products such as Docs, Sheets, etc.

Permanently Assigned Responsibilities:

- Submit annual archery budget; maintenance, improvements and events
- Maintain archery field and 3D lane in partnership with Maintenance/Facilities Chair
- Facilitate educational opportunities to the membership (guest speakers, presentations, guided events) relating to archery shooting
- Serve on the Member Disciplinary Committee as circumstances require.
- Supporting other Board members with club-focused activities such as the Black Powder shoot, Family Fun Day, etc.

Tasks:

This list is representative and not intended to be exclusive:

Financial

- Annual assessment of existing archery media to support replacements for annual archery budget
- Plan budget for each event to ensure it comes in on budget
- Track all registrations to events to budget for revenues collected
- Track all purchases (receipts) for events to budget for expenses for event
- Submit all revenue and expenses to SPFGA Treasurer for reimbursement of expense(s) paid from personal funds
- Keep copies of all paperwork and submit for record keeping
- Prepare plan and budget for new or improved infrastructure for archery area

Maintenance

- Evaluate condition of archery area, ongoing throughout the year
- Plan and coordinate work parties for general range clean up, setup and teardown of 3D lanes, including placement of targets (April, September)
- Repair and maintenance of filed butts, check for damage and reposition as needed to avoid undue wear
- Repair and maintenance of 3D target bases; build on rebar stakes with a 6" protrusion through a 2x4, with the 2x4 perpendicular to the target to provide support
- Landscape 3D lanes as needed
- Construct and install new media as required (butts and 3D figures)
- Ongoing review of field butts and 3D mounts for broadhead damage
- If damage is found, review archery and main gate cameras to determine offender and report to Disciplinary Committee for review and action
- Prepare archery shed for winter season; 3D targets are aligned in the storage shed with care not to damage them, 2x4 supports are stacked so they stay dry, rebar stakes are piled in buckets and all items that can freeze are removed and put in the garage

Events

- For all events, notices are posted at SPFGA range main gate and archery area, event is posted on website in Calendar of events with full details of event; description, date, time, cost and contact
- Plan and coordinate 2 to 3 youth shoot's each year (May, June, July)
- Plan and coordinate a social shoot each year (e.g. Poker Shoot, July)
- Plan and coordinate 3D Hunter Shoot *plan to add second shoot in 2020 (May 2020, August) – range is closed to member the day before and day of with a physical sign posted as the start of the 3D lane

General

- Prepare signage, instructions and club rules, in the archery area to support membership education (e.g. use of broadheads, removing projectile from butts and mounts, maintenance of 3D lanes, etc.)
- Monitor and respond to inquiries on the archery@spfga.ca email account in a timely manner.
- Review and participate in Ketchamoot Discourse Facebook group for archery questions or discussions
- Stay regularly informed on Association matters through participation in discussions by email or on the SPFGA Slack group.
- Doing the necessary pre-reading and pre-work required to come prepared to Board meetings.
- Provide relevant content to the SPFGA Communications Director for publication for publication in the newsletter, email updates, and social media.
- Volunteering at SPFGA events and activities.