

# **NORTHERN ARCHERS OF SYDNEY INC.**

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## **DUTY OFFICER – DUTY DESCRIPTION**

1. Attend the range between 10am and 3pm on a Saturday or Sunday
2. Supply 1 litre of fresh milk. The cost can be taken from the coffee tin.
3. **On arrival at the range,**
  - 3.1 hoist the red flag and put out the danger sign, if not already done so by other members who arrived earlier.
  - 3.2 check the answering machine for messages and respond as required.
  - 3.3 ensure that both toilets have an adequate supply of toilet paper, soap and are cleaned.
  - 3.4 sweep the Clubhouse floor.
4. **During the day,**
  - 4.1 ensure that the archers on the Range observe range and shooting safety standards and procedures. Refer Procedures Manual.
  - 4.2 collect money from members and advanced beginners hiring club equipment, which is \$5/day. Issue receipt and deposit copy of receipt and money in the metal box on the wall near the TV.
  - 4.3 collect money from visitors from other clubs, issue receipt and deposit money as per above.
  - 4.4 handle all telephone and personal enquiries about the club and its activities. If not sure, refer to a Committee member or other club member.
  - 4.5 run the training video as required.
5. **At the end of the day and/or prior to departing,**
  - 5.1 ensure all beginners equipment is stored and locked into the appropriate cupboards.
  - 5.2 empty the garbage tin.
  - 5.3 bring in warning sign and flag
  - 5.4 switch of TV and lock cabinet.
  - 5.5 switch off water heater and chilled water drinking unit.
  - 5.6 make sure the portable phone is placed on the base unit for charging and that the answering machine is switched on.
  - 5.7 lock rear store room and ensure equipment shed and the container are locked.
  - 5.8 set burglar alarm and lock clubhouse.

**If not the last one to leave, make sure there is a responsible member to lock up to carry out any outstanding items under item 5.**