

NORTHERN ARCHERS OF SYDNEY INC.

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,**
 - Hoist the red flag and put out the danger sign, if not already done so by other members who arrived earlier.
 - Ensure that both toilets have an adequate supply of toilet paper, soap and are cleaned.
 - Sweep the Club house floor.
4. **During the day,**
 - Ensure that the archers on the Range observe range and shooting safety standards and procedures. Refer Procedures on notice board on left hand side of sliding glass doors.
 - 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.
 - Collect money from visitors from other clubs, \$10/day, and issue receipt and deposit money as per above.
 - Handle all telephone and personal enquiries about the club and its activities. If not sure, refer to a Committee member or other club member.
 - Run the training video as required.
5. **At the end of the day and/or prior to departing,**
 - Ensure all beginners equipment is stored and locked into the appropriate cupboards.
 - Empty the garbage bin.
 - Bring in warning signs and flag
 - Switch of TV and VCR.
 - Make sure the portable phone is placed on the base unit for charging and that the answering machine is switched on.
 - Lock rear store room and ensure equipment and the target containers are locked.
 - Sign Duty Officer Register, next to sign-in book.
 - Set burglar alarm and lock clubhouse.

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