



Northern Archers of Sydney Inc

P.O. Box 138, Pennant Hills. NSW 2120

Range: Pennant Hills Park – Phone (02) 948754283

Duty Officer Sign-off Sheet

Date/...../..... **Duty Officer Name**.....

- Arrived before 10 a.m. and stayed until 3 p.m.
- Brought Milk
- Checked that flags & notices are out and put on red bib or armband.
- Cleaned Clubhouse & toilets & Checked toilet paper.
- Ensured all Archers had signed on and observed Range shooting and safety requirements.
- Collected Money from visitors and members, issued receipts and deposited copy of receipt and money in the metal box on the wall near the T.V.
- Handled phone & personal enquiries about club and its activities.
- Ran training video as required.
- Handled End Of Day duties or assigned them to
- Have rung / Will ring before Wednesday Duty Officer rostered for the same day next week to remind them of the requirement.

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Signature