

RULES AND JOB RESPONSIBILITIES

These Rules must conform to the Constitution for the Lancashire Archery Association and may be altered or amended as required by the LAA Committee. Any such alterations or amendments shall be notified to all affiliated clubs and reported to the next Annual General Meeting or Extraordinary General Meeting.

1 MEETINGS

Any archer attending a meeting as a representative of the Lancashire Archery Association and with its approval, who is not already reimbursed by another organisation, can claim expenses for travel and overnight accommodation.

2 TOURNAMENTS

Tournament Organisers are responsible for ensuring that the necessary facilities, trophies and medals are provided for tournaments and can either request LAA cheques for such expenses or be provided with a 'float' from which to pay expenses and for which an account must be submitted. Where there is an entry fee, expenses will be paid to Judges at rates agreed by the Committee. Clubs providing field parties or loaning equipment for tournaments should claim agreed payments from the LAA Treasurer. Tournament Organisers should provide a report to the LAA Committee.

A trophy book will be kept with photographs and names of trophies and the qualifying criteria. All trophies will be signed for by winners and returned cleaned and engraved for the next Tournament.

3 COUNTY TEAMS

Expenses incurred for training of archers representing the County (senior or junior) will be made by the LAA. Individual travel and overnight expenses will be reimbursed at rates to be agreed from time to time by the Committee. Archers and officials for matches shot in Lancashire are not eligible for expenses.

4 COUNTY TEAM BARS

An archer chosen to shoot for the county and making the ultimate team is entitled to a team bar. Similarly, if such an archer shoots three times in one year for the County but fails each time to make the ultimate team he or she is then entitled to a team bar.

5 JUNIOR TEAMS

Parents' expenses in transporting members of the Junior County Teams will be paid for competitions outside the County at the same rate as seniors.

JOB RESPONSIBILITIES

CHAIRMAN: Responsible for the running of the LAA Committee meeting and general meetings.

PRESIDENT: To act as a figurehead for the Association.

SECRETARY: Responsible for the accurate recording of minutes of the Association. To act as a focal point for all Association correspondence and to deal with the same on a day-to-day basis.

TREASURER: Responsible for the accurate recording of all the Association's financial matters. To provide up-to-date accounts as and when required by the LAA Committee (and to all members at the AGM). To advise the Committee on financial matters. To liaise with other officers of the Association who handle money. To purchase medals, badges, bars, etc. on behalf of the LAA.

TOURNAMENT ORGANISERS: Responsible for aspects of County tournaments. To prepare an account for each tournament showing profit and loss.

COUNTY COACHING ORGANISER: To be nominated for election at the LAA AGM and to represent the coaching group to the Association. To provide coaching to any elite squad as deemed necessary from time to time.

AFFILIATION SECRETARY: Responsible for all aspects of membership. To collect affiliation fees from club secretaries and ensure that such fees are promptly passed on to GNAS, NCAS and the Treasurer.

SENIOR TEAM MANAGER: To organise all inter-county matches and be one of the team selectors. To provide the Treasurer with an annual budget for matches and a profit and loss statement after the final match.

SENIOR TEAM SELECTORS: To help the senior team manager to select the teams for the county matches.

NCAS REPRESENTATIVES: To represent the Association at NCAS meetings and to report back to the LAA Committee.

RECORDS OFFICER: To maintain all Lancashire records. To accept claims for the same from Lancashire archers. To publish a full list at each AGM

FIELD AND CLOUT OFFICERS: To represent the interests of the field and clout archers.

JUNIOR OFFICER: To promote the interests of junior archers. To act as tournament organiser for the Lancashire Junior Tournament and County Junior Team Selector.

SALES OFFICER: To hold the County stock (of badges, sweat shirts, etc) and act as sales person for the same.

CHILD PROTECTION OFFICER: To receive relevant data on behalf of the County and disseminate information to clubs as necessary.

AUDITORS: To audit the annual accounts prepared by the Treasurer.

WEB MASTER: To manage and maintain the official LAA website.

Amendments to the Rules

31 May 2008	The County Coaching Organiser may be nominated by the Coaching Group for election at the Lancashire Archery Association A.G.M.
06 September 2008	Honoraria for Tournaments: Outdoor Boss Hire - £10 per day Honoraria for Clout and Indoor to be £75 per day Honoraria for Outdoor Target Shoot/Match - £100 per day
14 February 2009	Indoor Boss Hire - £12 per boss per day