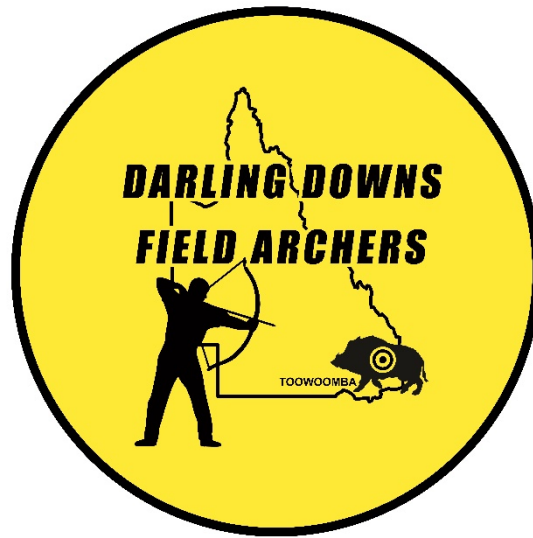


Darling Downs Field Archers Inc

Incorporation Number
IA00527



Australia Business Number
14 659 728 229

BYLAWS

&

CLUB INFORMATION

ADOPTED
AUGUST 2024
Revision 0

**Darling Downs Field Archers Inc
Bylaws & Information**

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1 INDUCTION

This document has been drafted to assist the Darling Downs Field Archers with Bylaws and Information relevant to the smooth running of our club. It will be reviewed at the Annual General Meeting and can be amended at any time with a motion at any general meeting.

Note: 'Notes', 'Asterisks' and 'Appendixes' are contained within this document.

2 RULES ADOPTED FROM THE AUSTRALIA BOWHUNTERS ASSOCIATION

2.1 DOG POLICY:

Dogs are restricted from attending ABA Clubs/Ranges/Camping Areas, etc., while the club range is being controlled by an ABA Branch or National Body. Basically, dogs are banned from being within the club's boundaries at Branch, State, and National ABA shoots.

- 2.1.1 Serviced dogs (Guide dogs for example) and the like are exempt from this policy. A minimum requirement for "service" dogs is:
- A general practitioner's (doctor) letter confirming the need and
 - A specialist's (psychologist, etc.) letter confirming the need and
 - Proof of registration as a service dog
- 2.1.2 These documents must be presented to the Shoot Director for a decision to be made.
- 2.1.3 The Shoot Director/Branch Controller must be contacted prior to each event and informed of the situation. The owner/person in need will be responsible for proof that the animal is required to be with the person. The Shoot Director's decision shall be final.

2.2 CARERS POLICY:

- 2.2.1 The Carers do not need to join as an ABA member. They must sign in as a visitor, but the following guidelines must be followed:
- Must sign in and out as a visitor.
 - The Carer must complete an induction with the club to ensure they are aware of the club/association rules and policies.
 - The caregiver/member is to be accompanied by a financial ABA club member on the practice and club ranges.
 - The Caregiver cannot participate in any archery activities, such as shooting a bow, knife and axe throwing, or novelty events.
 - Must wear a hi-vis vest.

2.3 CROSSBOWS

- 2.3.1 Crossbows are not permitted in the Australia Bowhunters Association.

3 CODE OF CONDUCT

3.1 SOME INFORMATION TO HELP YOU AT DARLING DOWNS FIELD ARCHERS:

- 3.1.1 Sign the Registration Book upon entering the club grounds for all activities except Club Shoot Days.
- 3.1.2 Only shoot at the targets provided.
- 3.1.3 Members are allowed to practice at the Club on most days during daylight.
- 3.1.4 Wear your membership cards on quivers when on the Ranges and present them when asked.
- 3.1.5 No Broadheads or Hunting allowed on the Ranges. (some special club days excluded)
- 3.1.6 Please refrain from using Outserts on arrows as they damage our bail and 3D targets.
- 3.1.7 For safety reasons, do not reverse or shortcut course lanes when shooting or practising on Ranges.
- 3.1.8 Do not bring newbies on the Range to shoot without them being endorsed by the club coach.
- 3.1.9 Do not give out any codes or membership information to non-members.
- 3.1.10 Report all incidents, infringements, or safety hazards to one of the committee members.
- 3.1.11 Please leave or replace all target faces on butts where possible for other members.
- 3.1.12 Regularly check the Website or Teamapp for all shoot day changes and notices.
- 3.1.13 Shooting starts at 0830; registration is from 0730 to 0800 for Group allocations and equipment checks.
- 3.1.14 Members require a Minimum of 2 MATCHED sets of 3 arrows marked 1, 2, and 3.
- 3.1.15 Security cameras are in place at certain times and areas.
- 3.1.16 On shoot days, for safety reasons, please note that no archery equipment is to be worn in the clubhouse.
- 3.1.17 Wear appropriate clothing and hats, and covering in shoes is mandatory.
- 3.1.18 please walk on the mowed pathways/tracked between targets for safety reasons.
- 3.1.19 Mobile Phones are to be set to Silent or Airplane Mode.
- 3.1.20 Smoking in designated areas only. Smoking is not permitted on any range.
- 3.1.21 Non-members (including Family Members) are NOT permitted to shoot without a Coach present on the Range.

3.2 SOME BASIC ARCHERY ETIQUETTE: WHAT NOT TO DO ON THE RANGE:

- 3.2.1 Talk in a loud voice whilst others are shooting.
- 3.2.2 Talk to another archer who prefers to be silent.
- 3.2.3 Offer advice unless asked.
- 3.2.4 Using a mobile phone other than taking photos.
- 3.2.5 Exclaim on the shooting line, for yourself or others, in joy or disgust.
- 3.2.6 Walk off the shooting line while your neighbour is at full draw.
- 3.2.7 Touch another archer's equipment without their permission.
- 3.2.8 Walk up and down the line comparing scores.
- 3.2.9 Shoot distances beyond their capability, continually missing and holding up shooting.
- 3.2.10 Disturb people with loud mobile phone ring tones or speaking on the phone on or around the shooting line.
- 3.2.11 Smoke near the shooting or waiting line.
- 3.2.12 Leave litter on the archery ground.

4 CLUBHOUSE STARTUP PROCEDURE

- 4.1.1 Turn on gas
- 4.1.2 Turn on water
- 4.1.3 Turn on water pump
- 4.1.4 Turn on hot water system
- 4.1.5 Enter clubhouse
- 4.1.6 Unlock and open roller door
- 4.1.7 Open kitchen
- 4.1.8 Boil water for the thermos from the water container

5 CLUBHOUSE SHUTDOWN PROCEDURE

- 5.1.1 ensure the fridge is stocked for the next shoot
- 5.1.2 lock up kitchen
- 5.1.3 close and lockup roller door with both lock and hook
- 5.1.4 ensure all lights and fans are turned off
- 5.1.5 lock up the rear door of the clubhouse
- 5.1.6 turn off gas
- 5.1.7 turn off hot water system
- 5.1.8 turn off water pump
- 5.1.9 turn off water
- 5.1.10 ensure the wheelie bin is taken out

6 CALENDAR FOR THE NEXT YEAR

- 6.1.1 The DDFA Calendar must be drafted and submitted to the Branch before the Branch AGM, normally held in August of each year.
- 6.1.2 Dates to keep in mind that will reduce numbers at the club are;
- Mothers Day
 - Fathers Day
 - Public Holiday / Long Weekends
- 6.1.3 The branch will produce a Calendar for the following year with Branch, State and National events.
- 6.1.4 No matter how hard you try, you will not please everyone.
- 6.1.5 This role is usually done by the Secretary and approved by the President.

7 MONIES, CASH AND CREDIT

7.1 GENERAL

- 7.1.1 There are a few items that require credit card payments to run the club. These may include but are not limited to.
- Reckon Book – Financial Tracking
 - Website Hosting
 - Domain Name

7.2 OFFICE OF FAIR TRADING

- Due to tracking Monies within the club, cash should not be given as payment or reimbursement.
- Receipts are required for all transactions
- An Electronic copy of ALL receipts is to be maintained
- These electronic receipts are required to be included in the Audits to the Accountant.
- The Reckon Book should be submitted as soon as possible after the Financial Year (31st May of each year)
- The Audit is to be submitted before the DDFA AGM
- This role is usually done by the Secretary and approved by the Treasurer and President.

7.3 CLUB SPENDING

- 7.3.1 It is preferred, if Goods and/or Services have been approved to be purchased, methods to be encouraged are;
- Direct Debit
 - reimbursement to the club member

Note: Receipts are required for all transactions.

8 CRITERIA FOR TROPHIES AND AWARDS

To qualify for these trophies, archers must be financial members of the DDFA when the scores are recorded and at the time of the presentations. Scores recorded before becoming a financial member (e.g., as a probationary member) will not be considered.

8.1 400 CLUB.

- 8.1.1 This membership is open to all financial members of the DDFA.
- 8.1.2 To qualify to have your name added to the trophy, the DDFA member must shoot a perfect score of “400” at a grading round at the DDFA grounds.
- 8.1.3 This award is open to all members regardless of division, age, or style of archery.
- 8.1.4 Only scores of “400” shot by financial members of DDFA at official DDFA grading rounds will be considered. This score of “400” can be in either the 3 Arrow round or the 1 Arrow round.

8.2 BEST 1 ARROW.

- 8.2.1 This is an annual award. The year in consideration will be the calendar year that the score was recorded. The award is for the best “1 arrow” round recorded at an official grading round held at the DDFA grounds by a financial member of the DDFA. This trophy will be presented at the breakup shoot in November or December.

8.3 CLUBMAN.

- 8.3.1 This trophy will be awarded at the breakup shoot in November or December. This is an annual trophy for the same calendar year.
- 8.3.2 This award shall be determined by considering the following: shoot attendance (both Away and at DDFA), working bee participation, volunteered work for the DDFA, positions held, and club meeting attendance and participation. Although this award should be discussed with all the Executive committee, the President will have the final say on who is awarded Clubman of the year.

8.4 CLUB CHAMPION TROPHIES.

- 8.4.1 These trophies will be awarded at the breakup shoot in November/December. These are annual trophies for the preceding calendar year. To qualify for these trophies, archers must be financial members of the DDFA at the time of the presentations. There are 11 grading rounds conducted at the DDFA every year. A club member's annual score will be the average of the six best grading rounds for the year, i.e. the six best grading scores are added. If a club member has recorded less than six grading rounds, then the total number of grading rounds recorded for the year.
- 8.4.2 Perpetual Club Champion trophies are for the following groups of archers.
- 8.4.3 "Sighted" – This trophy encompasses all adult archers competing with any form of sighting device. This includes bowhunter divisions and freestyle divisions shooting from the red peg.
- 8.4.4 "Un sighted" – Open to all adult archers shooting without the aid of sights. Adult archers shooting from the red peg.
- 8.4.5 "Traditional" – Open to all archers shooting traditional style equipment (Recurve and longbows, wooden arrows with a minimum of 12 inches of fletching). That is, scores are recorded from the orange peg (or green).
- 8.4.6 "Junior" – Open to all DDFA archers in the Junior division (13 to 17 years during that year). Shooting from the green peg.
- 8.4.7 "Cubs" - Open to all DDFA archers in the Cub division (less than 13 years during that year) Shooting from the yellow peg.

8.5 ANNUAL HUNTING TROPHIES.

- 8.5.1 There are perpetual trophies for hunters within the DDFA.
- 8.5.2 Three separate trophies – Senior, Junior and Cub.
- 8.5.3 These annual awards are for the financial members of the DDFA who have recorded the highest points score from game harvested in the preceding calendar year. This points score is determined by the Trophy Bowhunter Association (TBA)
- 8.5.4 All non-measurable game and all under TC receive 10 points, with only one of each species being claimable for the award. All Trophy Class claims will be awarded 20 points, no limit. All Record Class claims will be awarded 40 points, with no limit. A National Record will be awarded 100 points.
- 8.5.5 The club measurer will calculate the annual points score for each hunter.

9 CARERS INFORMATION

This information should be given out to organisations seeking information about our safe practice of Archery.

Archery is a great sport for helping people with the development of focus, concentration, and routine, along with other physical and mental stability factors. The Darling Downs Field Archers are committed to the health and safety of all members and to enabling them to participate in their sport safely.

We are an equal opportunity organisation and believe that everyone has the right to enjoy Archery responsibly. However, in cases of those needing support and assistance, we would respectfully ask to know the mental capacity and intellectual ability of persons who can participate safely and be aware of the safety of all other participants.

We have several members trained as coaches, and these members also have government blue cards, but we do not have any training as mental health and support workers. Due to the nature of the sport, we must have clear rules for the safe practice of Archery.

For safety reasons, our club policy is that no one under the age of 16 will be unsupervised by a Parent, Guardian or Carer. This policy extends to people with any intellectual or mental illness. If there is no supervision, the individual may not shoot.

We thank you for your understanding and look forward to consulting with you and your organisation.

10 RESPONSE TO EMAILS AND ENQUIRIES (SOCIAL MEDIA)

- 10.1.1 Communication between the Key appointees is paramount.
- 10.1.2 Communication between the Members and Executive is as important.
- 10.1.3 Discussion of events such as “Come and Try Days”, Meetings, and Working Bees should occur as often as possible.
- 10.1.4 Response to emails and social media should be
 - Prompted (within 24 hours),
 - Clear,
 - Precise, and
 - Accurate.
- 10.1.5 Remember, everyone is NOT on social media!

11 DARLING DOWNS MEMBERSHIP FEES

A New Membership Fee Structure will be introduced to DDFA for the AGM 2024. These fees are pro-rata for NEW members. Renewal Membership fees will be paid in August for each Financial Year unless approved by the majority of the executive committee. New members will pay an additional fee to join (1 Month).

11.1 NEW MEMBERSHIP FEES AND MAINTENANCE LEVY

11.1.1 Membership fees will increase and encumber:

- Darling Downs Field Archers Membership Fees, and
- Club day Shoot Fees, and
- Maintenance Levy, and
- Practice Fees.

11.1.2 You may be exempt from Membership Fees (or reduced) if:

- Life Member, or
- Executive Member, or
- Range Captain, or
- Exempt provided by a majority of the executive committee or
- Financial Difficulty.

11.2 YEARLY MEMBERSHIP FEES STRUCTURE – RENEWAL 2024/2025

	Renewal	monthly pro rata
Adults	\$108.00	\$ 9.00
Juniors/Cubs	\$ 66.00	\$ 5.50
Family	\$ 240.00	\$ 20.00

TABLE 1

11.3 MAINTENANCE LEVY - \$60 PER FAMILY

A Maintenance Levy will be introduced in August 2025. Each family unit will pay this levy. We have approximately 3-4 working bees per year. We also have Kitchen Duties.

11.3.1 Your Family Levy will reduce each time if:

- You attend Working Bee and/or,
- Perform a Kitchen Duty and/or,
- Range Captain / Assistant Range Captain and/or,
- Executive Member.
- Maximum of 4 deductions per year.

11.3.2 This will start in August 2025/2026, allowing each Family to reduce their levy by carrying out working bees and/or kitchen duties in 2024/2025.

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11.4 PRO-RATA NEW MEMBERS MEMBERSHIP FEES STRUCTURE 2024 / 2025

2024	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	July
Adults	117.00	108.00	99.00	90.00	81.00	72.00	63.00	54.00	45.00	36.00	27.00	18.00
Juniors/Cubs	81.00	77.00	73.00	69.00	65.00	61.00	57.00	53.00	49.00	45.00	41.00	37.00
Family	249.00	229.00	209.00	189.00	169.00	149.00	129.00	109.00	89.00	69.00	49.00	29.00

TABLE 2

11.5 PRO-RATA NEW MEMBERS MEMBERSHIP FEES STRUCTURE 2025 / 2026

2025	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	July
Adults	117.00	108.00	99.00	90.00	81.00	72.00	63.00	54.00	45.00	36.00	27.00	18.00
Juniors/Cubs	81.00	77.00	73.00	69.00	65.00	61.00	57.00	53.00	49.00	45.00	41.00	37.00
Family	249.00	229.00	209.00	189.00	169.00	149.00	129.00	109.00	89.00	69.00	49.00	29.00
Maint. Levy*	60.00	55.00	50.00	45.00	40.00	35.00	30.00	25.00	20.00	15.00	10.00	5.00

***plus Maintenance Levy per family Unit**

TABLE 3

12 CLUB POSITIONS AND RESPONSIBILITIES

12.1 PRESIDENT

12.1.1 Requirements

- Financial Members of ABA
- Good Knowledge of the club Constitution
- Good Communication Skills

12.1.2 Duties

- Elected position of 12 Months
- Co-ordinate club meeting 4 times a year (including the AGM)
- Co-ordinate weekend activities
- Ensure security of the clubhouse is maintained
- Ensure ranges are in safe shooting condition
- reply to emails received in the president's email account
- Co-ordinate working bees when required
- maintain stock levels of drinks for club shoots
- Monitor club social media accounts to ensure they are not being misused
- Ensure all branch requirements are fulfilled throughout the year, including shoot calendars
- Ensure trained positions are filled i.e. instructors, coaches, game measurers and bowhunting instructors
- Communicate with range captains, making sure we have targets available, ready to shoot, etc
- Represent the club at all levels

12.2 VICE-PRESIDENT

12.2.1 Requirements

- Financial Members of ABA
- Good Knowledge of the club Constitution
- Good Communication Skills

12.2.2 Duties

- Elected position of 12 Months
- Assist with club meeting 4 times a year
- Assist with weekend activities
- Monitor club social media accounts to ensure they are not being misused
- Fill in for the President's duties (if absent)
- reply to emails received from vice-president's email account
- Assist new members with the transition into the club

12.3 TREASURER

12.3.1 Requirements

- Financial Members of ABA
- Good Knowledge of the club Constitution
- Good Communication Skills
- access to a computer
- access to a printer

12.3.2 Duties

- Elected position of 12 Months
- Present club financial reports at meeting 4 times a year
- Assist with weekend activities
- Produce financial reports Office of Fair Trading
- Collect Membership
- Collect shoot Fees
- Banking

12.4 SECRETARY

12.4.1 Requirements

- Financial Members of ABA
- access to a computer
- access to a printer
- computer literate
- Good Knowledge of the club Constitution

12.4.2 Duties

- Good Communication Skills Duties
- Elected position of 12 Months
- Record club meetings 4 times a year
- Assist with weekend activities
- Receive correspondence and respond
- Disseminate information to members
- Disseminate information to the Executive committee
- Submit financial reports to the OFT
- Ensure all branch requirements are fulfilled throughout the year, including shoot calendar's
- Monitor club social media accounts to ensure they are not being misused
- Reply to emails received from the Secretary's email account
- Fill in for the President / VP duties when necessary

12.5 ABA REPRESENTATIVES

12.5.1 Requirements

- Financial Members of ABA
- access to a computer
- access to a printer
- computer literate
- Good Knowledge of the club Constitution

12.5.2 Duties

- Elected position of 12 Months
- Participate in 4 Branch Meetings Annually.
- Disseminate information from the Branch and National body.

12.6 SCORE RECORDER

12.6.1 Requirements

- computer literate

12.6.2 Duties

- Volunteer for 12 months
- Record Scores for weekend activities
- Take attendance numbers for shoots

12.7 CLUB COACH

12.7.1 Requirements

- Financial Members of ABA
- Level 1 Field Instructor Course or better
- Holder of a Blue Card

12.7.2 Duties

- Volunteer for 12 months
- Ensure the safety of all members
- Assess all equipment for newcomers with their own equipment regardless of their experience
- Provide guidance to Club Instructors
- Provide instruction and encouragement to all newcomers without prejudice
- Assist all members as needed

12.8 CLUB INSTRUCTORS

12.8.1 Requirements

- Financial Members of ABA
- Field Coaching Course
- Holder of a Blue Card

12.8.2 Duties

- Volunteer for 12 months
- Assess all equipment for newcomers with their own equipment regardless of their experience
- Ensure the safety of all members when instructing newcomers
- Provide instruction and encouragement to all newcomers without prejudice
- Assist Club Coach as needed as needed

12.9 BPC INSTRUCTOR

12.9.1 Requirements

- Financial Members of ABA
- Sound knowledge of the current ABA rules
- Sound knowledge of the skill required for Bow Hunting
- Holder of a Blue Card

12.9.2 Duties

- Volunteer for 12 months
- Instruct BPC courses at the club for members (twice a year)

12.10 CATERING OFFICER

12.10.1 Requirements

- Kitchen Skills
- People Skills

12.10.2 Duties

- Volunteer for 12 months
- Prepare and Service Food for weekend activities
- Prepare and Service Food for Home shoot weekends
- Collect Monies
- Maintain stock levels of drinks, etc, for club shoots

12.11 RANGE CAPTAIN - ABA

12.11.1 Requirements

- Financial Members of ABA
- Good knowledge of the current ABA rules

12.11.2 Duties

- Volunteer for 12 months
- Carry out maintenance to Ranges
- setup and remove targets for shoots as required

12.12 RANGE CAPTAIN – 3D

12.12.1 Requirements

- Financial Members of ABA
- Good knowledge of the current ABA rules

12.12.2 Duties

- Volunteer for 12 months
- Carry out maintenance to Ranges
- setup and remove targets for shoots as required

12.13 RANGE CAPTAIN – IFAA

12.13.1 Requirements

- Financial Members of ABA
- Sound knowledge of the current ABA rules
- Good knowledge of the current IFAA rules

12.13.2 Duties

- Volunteer for 12 months
- Carry out maintenance to Ranges
- setup and remove targets for shoots as required

12.14 ASSISTANT RANGE CAPTAINS – ABA/3D

12.14.1 Requirements

- Financial Members of ABA
- Knowledge of the current ABA rules

12.14.2 Duties

- Volunteer for 12 months
- Assist the Range Captain every shoot to setup and remove targets
- Assist the Range Captain to carry out maintenance to Ranges

12.15 ASSISTANT RANGE CAPTAINS – IFAA

12.15.1 Requirements

- Financial Members of ABA
- Sound knowledge of the current ABA rules
- Good knowledge of the current IFAA rules

12.15.2 Duties

- Volunteer for 12 months
- Assist the Range Captain every shoot to setup and remove targets
- Assist the Range Captain to carry out maintenance to Ranges

12.16 MEMBERSHIP SECRETARY

12.16.1 Requirements

- Financial Members of ABA
- access to a computer
- access to a printer
- computer literate
- Good Knowledge of the club Constitution

12.16.2 Duties

- Volunteer for 12 months
- Receipt membership
- Maintenance of membership database
- Send reminders for renewal.
- Print Membership Cards

12.17 SOCIAL MEDIA CO-ORDINATOR

12.17.1 Requirements

- Social Media Skill
- Mobile Phone or Computer

12.17.2 Duties

- Volunteer for 12 months
- Creative Flair
- responsible for external communication
- marketing and promotions of upcoming events
- report on recent activities and current events to help raise interest for potential new members
- assist with running open days / come and try events

12.18 WEBMASTER

12.18.1 Requirements

- access to a computer
- access to a printer
- computer literate
- knowledge of web hosting

12.18.2 Duties

- Volunteer for 12 months
- Maintenance Website
- Email Support

13 DEFINITIONS

- DDFA. Darling Downs Field Archers
- OFT. Office of Fair Trading
- Family Unit. living at the same address.
- Financial Difficulty. please come and speak to one of the executive committee members.
- Executive Member. a voted and seconded position.