

## Menard Archers Team Leaders Checklist

REV 5/2/07

1. **Notification:** Call all team members one week before the event. Individual shoot shifts are normally for the entire day, but may be split among multiple family members. Assign individual duties and verify coverage for each task.
2. **Signage:** Put out 3 signs before shoot (on 97 turnoff, at the stop sign at left turn in road, and at Club entrance) then remember to retrieve them after the shoot. (Keys to the storage sheds are in the clubhouse.)
3. **Campfire:** Build a fire in the morning; extinguish it before leaving.
4. **Course Condition:** Verify that someone has recently walked the course to check the trails and targets for any problems.
5. **Decisions:** A Team Leader is in charge of each public event, and may make operational decisions when necessary. However, it is best to refer problems or policy questions to the appropriate Executive Board member whenever possible.
6. **Food/Drink:** Identify, train, and supervise one person to be in charge of food.
  - a. Inventory food and supplies on hand.
  - b. Estimate food quantity from attendance at both recent and similar events in previous years.
  - c. Chili, hot dog, soda \$0.50@ (Use "suggested donation" price sign)
  - d. Bring plenty of fresh water – use the two water coolers. Water is needed to make coffee, wash hands, clean area, wash dishes, etc.
  - e. If generator is used to make coffee, check gas and make sure generator is level. (Generator will not run unless it is level)
7. **Registration:** Assign two members for registration of shooters. All members shoot for free, but they should still register in the book and get a scorecard. Make sure that there is an annual liability waiver signed and on file for each person.
  - a. Yellow stakes – Unlimited Class: (moveable sights)
  - b. Red stakes – Bowhunter class (fixed sights)
  - c. Blue stakes – Youth and Cub classes
  - d. White stakes – Traditional class (no sights)
8. **Money:** The treasurer will provide the team leader with start-up cash for the shoot, and will work out details for retrieving all money at the end of the day. The team leader or his/her designee must count and record all money at the end of the shoot. Money, receipts, and final financial report must be given to Treasurer.
9. **Results:** Arrange returned score cards in numerical order by category. Create a report of total shooters at event, total shooters per category, and list the top 3 shooters/scores in each category. (For shooter totals, use registration book, as many participants do not turn in their scorecards for competition.) Leave book, scorecards, and summary report in the club shed for the Secretary. Shoot results will then be posted on the club web.
10. **Wrap-up:** Verify that all participants are off of the course. After the shoot - clean up area, secure shed & supplies, retrieve road signs, haul away garbage, lock trailers, and lock gate. The keys to the trailers are in the clubhouse. Trailers need to be locked at the end of the day.