

# LOTHIAN SMALLBORE SHOOTING ASSOCIATION

## JOB DESCRIPTIONS for Management Committee Posts

This document outlines the duties of each Office Bearer as defined in the Constitution, and others.

### 1. CHAIRMAN

The duties and responsibilities of the Chairman of the Association are as follows:

- 1.1 Provide leadership in defining and ensuring the implementation of the current aims and functions of the Association, and provide vision and forward planning for leading the Association into the future.
- 1.2 Direct the overall affairs of the Association to ensure the smooth running of all aspects of its operations.
- 1.3 Chair Management Committee meetings and also Annual and Special General meetings.
- 1.4 Represent the Association at a high level, such as being a spokesman to the media on relevant shooting matters.

*What this means in practice:*

*The Chairman must be primarily capable of running a meeting to the generally accepted conventions of following an agenda, restricting off-topic discussions, summarizing discussions and decisions and not least providing opinions on topics under discussion as befits the leader of the organisation.*

### 2. VICE- CHAIRMAN

The duties of the Vice-Chairman of the Association are as follows:

- 2.1 To act in all respects as the Chairman's deputy. See above.
- 2.2 From time to time special subcommittees may be set up to deal with particular subjects. The Vice-Chairman should be prepared to take on the convenorship of any such committee.

*What this means in practice:*

*As above.*

### 3. SECRETARY

The duties of the Secretary of the Association are as follows:

- 3.1 Carry out the day-to-day operation of the all aspects of the Association's activities, excluding those carried out by posts dedicated to particular tasks: provide advice and assistance to the holders of such posts as necessary.
- 3.2 After any necessary consultation with the Chairman, circulate agendas for all Management Committee and General meetings to Committee Members and Clubs respectively by the deadlines specified in the Constitution.
- 3.3 Arrange dates and venues for all meetings as required in consultation with the Chairman including the date for the AGM to be held before 1<sup>st</sup> June each year giving 14 days' notice to the affiliated clubs. Arrange a separate date/venue for the Prizegiving if it is not to be held on the same occasion as the AGM.
- 3.4 Prepare and send to the clubs all affiliation and competition entry forms. All forms should also be sent to the Site Administrator for inclusion in the secure area of the Association's website.
- 3.5 Act as a contact point for all affiliated bodies; in this regard the Secretary receives affiliation

forms as well as the entry forms for all the Association's competitions from the clubs: pass such entry forms to the relevant Competition Secretaries and the fees received to the Treasurer.

- 3.6 Complete and send in the forms for affiliation to the NSRA by their deadline, including an order for a County Silver Medal. Correspond with affiliated clubs, the NSRA, other shooting organisations and with the general public on any relevant matters.
- 3.7 Bring to the notice of the Chairman and/or the Management Committee any matter requiring discussion and/or decision, including matters referred to him/her initially by any of the Competition Secretaries.
- 3.8 If no-one is specifically appointed to take minutes at any meeting, the Secretary will take and prepare the minutes.
- 3.9 Send draft minutes of any General Meeting to all affiliated clubs and to the Site Administrator for publication in the secure area of the Association's website, and send finalised versions when approved at the following AGM.
- 3.10 Maintain records of affiliated clubs' contact details.
- 3.11 Be familiar with the Constitution and Byelaws of the Association.

*What this means in practice:*

*What the Secretary of any similar organisation would be expected to do, and is pretty-much as described above. The Secretary is also the default official to do anything not covered by the specific job of any other official.*

*The busy times of year that require attention are:*

*when preparing and sending out the affiliation and entry forms in late July/early August (although that generally just means changing the date on a Word file and perhaps adjusting the entry fee amounts);*

*when entry forms arrive from the clubs in September and the forms and cheques must be processed;*

*when completing and returning the NSRA affiliation papers in November/December;*

*when organising the AGM in April/May. Consult the Chairman and the Awards Convenor to ensure they are both available.*

*It's essential to have a computer with email and also to have some knowledge of Microsoft Word & Excel (or similar look-alike products).*

#### 4. TREASURER

The duties of the Treasurer of the Association are as follows:

- 4.1 Be in control of all aspects of the Association's finances. Prepare an annual financial statement for the AGM, explain its details as necessary and answer questions on it. Maintain and publish in the annual accounts separate accountings (income/expenditure) of individual competitions, county representative matches and other discrete activities run by the Association.
- 4.2 Arrange for an annual independent inspection of the Association's accounts.
- 4.3 Pay into the bank without undue delay all monies paid to the Association for any purpose and pay affiliation and other fees or outgoings due. Validate and pay any legitimate expenses incurred by office-bearers or other individuals carrying out transactions on behalf of the Association.
- 4.4 Issue receipts for monies received, and receive same for monies paid.
- 4.5 Recommend to the Management Committee any changes required to competition entry and club affiliation fees as he/she thinks fit to maintain the health of the Association's finances.

- 4.6 Maintain the Association's cash reserves so they attract the best available interest in an account capable of internet banking.
- 4.7 Be prepared to be actively involved in any fund-raising activities arranged by the Association.

*What this means in practice:*

*What the Treasurer of any similar organisation would do, and is pretty-much as described above. The busy times of year are:  
when affiliation and entry fees are received from the Secretary in September/October and have to be banked;  
when the financial year ends on 31<sup>st</sup> March and the accounts have to be prepared;  
when the accounts have to be finalised, sent for inspection and prepared for the AGM.*

## 5. COUNTY CAPTAIN

The duties of the County Captain are as follows:

- 5.1 Be the sole selector using empirical average data from previous County team performances and other team league data including but not necessarily restricted to LSSA competitions.
- 5.2 Provide leadership and inspiration to all county representative teams.
- 5.3 Administer the County teams for all County competitions: submit the entries: prepare the cards as necessary and send them to the clubs: accept the shot cards and ensure they are sent to the scorer(s) in good time: at suitable times throughout the season, send results to the Site Administrator for publication on the Association's website and advise team members accordingly
- 5.4 Direct the organisation (both of personnel and venue) of any county team match which requires it, such as the NSRA annual matches.
- 5.5 Arrange for reserves to take the place of any unavailable or demoted team members, and decide on any such demotions/promotions.
- 5.6 In his/her absence the County Captain has a requirement to delegate his/her responsibilities to another suitable person, who need not be a member of the Management Committee, to maintain continuity.
- 5.7 Act in the same capacity for matches involving Edinburgh City teams.

*What this means in practice:*

*Run the LSSA teams in the NSRA's postal county league competitions over the winter season (see 5.3 above). The busy times of year are:  
August, when selecting the teams to enter by analyzing previous performances and recent performances in other team leagues, then completing the entry forms and sending them to the NSRA;  
February/March, when teams have to be selected for the NSRA's annual matches (BSA Cup, Commonwealth Cities and Cities & Boroughs), and organising and venues and dates for these matches (usually shot March/April).  
It's essential to have a Windows computer with email and also to have some knowledge of Microsoft Excel as scores are copied manually from the NSRA's results sheets to an Excel system designed specifically for the purpose of maintaining County team results and is directly compatible with the website. The system will not work on a Mac computer (or a tablet or a phone).*

## 6. SHOULDER-TO-SHOULDER LEAGUE SECRETARY

The duties of the Shoulder-to-Shoulder League Secretary are as follows:

- 6.1 Organise the Shoulder-to-Shoulder League as run by the Association and defined in the rules governing that competition, and ensure that participating Clubs follow those rules.
- 6.2 Maintain records of match results as supplied by competing clubs; send scores and results to the Site Administrator for publication on the Association's website; advise the clubs accordingly at suitable times during the season.
- 6.3 Organise the annual Fixtures Meeting. Ensure all fixtures are arranged correctly. Supply a full set of results cards to participating teams.
- 6.4 Bring to the notice of the Management Committee any irregularities in the league, and also any dispute with or among any competing clubs.

*What this means in practice:*

*Arrange the annual fixtures meeting among the clubs that have entered teams according to the entry forms supplied by the Association Secretary;*

*Initialise the dedicated computer system used for processing results;*

*As each match result is received from the Home team after each match, enter the scores into the computer system which will determine the result and maintain league tables and detailed records for each team. Include a brief summary of how each match went and the system will automatically send all the necessary files to the Site Administrator for publication on the website.*

*The busy times of year are:*

*Early September to arrange date and venue of the Fixtures meeting. Determine the divisional structure from averages on the entry forms and attend that meeting with that information to inform the club reps. After the meeting rigorously validate all the fixture dates supplied by the clubs and contact the clubs involved if there are any anomalies.*

*It's essential to have a Windows computer with email and also to have some knowledge of Microsoft Excel as scores are entered into an Excel system designed specifically for the purpose of running this league and is directly compatible with the website. The system will not work on a Mac computer (or a tablet or a phone).*

## 7. TEAM POSTAL LEAGUE SECRETARY

The duties of the Team Postal League Secretary are as follows:

- 7.1 Organise the Team Postal League as run by the Association and defined in the rules governing that competition, and ensure that participating Clubs follow those rules.
- 7.2 Receive the locally-scored scores from the competing clubs and maintain records of scores and match results in the dedicated computer system designed for the purpose. Send scores and results to the Site Administrator for publication on the Association's website and advise the clubs accordingly at suitable times during the season.
- 7.3 Bring to the notice of the Management Committee any irregularities in the league, and also any dispute with or among any competing clubs.

*What this means in practice:*

*Initialise the dedicated computer system used for processing results at the beginning of the season using the data on the entry forms: this involves entering team names and team members' names and averages;*

*Create, print and issue the target labels to the clubs along with an information sheet for the*

*season giving the timetable for each round. The computer system has a function to create the labels.*

*As scores are received from the clubs for each round enter them into the computer system. It will determine the results and maintain league tables. The system contains a function to send all the necessary files to the Site Administrator for publication on the website.*

*The busy times of year are:*

*Mid-end September to determine the divisional structure from averages on the entry forms, initialise the computer system and create, print and send out the target labels.*

*Entering the scores for each round is not a time-consuming process and the computer system will thereafter do all the work to produce the results and averages.*

*It's essential to have a Windows computer with email and also to have some knowledge of Microsoft Word (for the labels) and Excel as scores are entered into an Excel system designed specifically for the purpose of running this league and is directly compatible with the website. The system will not work on a Mac computer (or a tablet or a phone).*

## 8. INDIVIDUAL LEAGUE SECRETARY

The duties of the Individual League Secretary are as follows:

- 8.1 Organise the Individual Postal League (.22 rifle) as run by the Association and defined in the rules governing that competition, and ensure that participating Clubs and individuals follow those rules.
- 8.2 Receive the locally-scored scores from the competing clubs and maintain records of scores and match results in the dedicated Excel file designed for the purpose. Send that file to the Site Administrator for publication on the Association's website and advise the clubs accordingly after each monthly round.
- 8.3 Bring to the notice of the Management Committee any irregularities in the league, and also any dispute with or among any competing clubs or individuals.

*What this means in practice:*

*Initialise the Excel file used for processing results at the beginning of the season using the data on the entry forms: this involves splitting the full entry into divisions of six (inserting Bogeys where appropriate).*

*Create and print the target labels. The current league Secretary has a system for that which could be passed on to any successor.*

*As scores are received from the clubs for each round enter them into the Excel file. It will determine the individual match results and allocate win/draw/loss points but positions within each division must be inserted manually.*

*The busy times of year are:*

*Mid-December to determine the divisional structure from averages on the entry forms and initialise the Excel file. Print and send out the target labels along with an information sheet.*

*Each month after receiving the scores from the clubs, the scores must be entered and positions of all competitors in each division determined before sending the file to the Site Administrator.*

*It's essential to have a computer with email and also to have some knowledge of Microsoft Excel and Word. This system will work on a Mac computer and possibly also on a tablet or a phone, but it would be rather fiddly with smaller screens.*

## 9. COMPETITIONS SECRETARY

The duties of the Competitions Secretary are as follows:

- 9.1 Organise all other competition run by the Association that does not have its own dedicated Secretary, and ensure that participating Clubs and individuals follow its rules.  
Currently these competitions consist of:
  1. The Association's Individual Championships
  2. The Choose-Your-Own-Handicap team knock-out competition.
- 9.2 Maintain suitable records of results. Publish results and qualifiers by sending them to the clubs and also to the Site Administrator for publication on the website.
- 9.3 Organise the shoulder-to-shoulder final of the Individual Championship and CYOH competitions.
- 9.4 Bring to the notice of the Management Committee any irregularities in these competitions, and also any dispute with or among any competing clubs or individuals.

*What this means in practice:*

*Individual Championships: These take place in January/February and cards are locally-scored. The current Secretary lists the qualifiers in a Word document sent to the participating clubs and the Site Administrator. The Final is held on a Saturday in early April.*

*The busy times of year are:*

*December – to print target labels and send to the participating clubs with a covering information sheet;*

*March – to receive the scores from the clubs, collate them for each separate Championship and determine the winners of the Veterans, Ladies, Junior and Inexpert classes;*

*Organise the date and venue for the shoulder-to-shoulder Final for the main Championship (usually the first Saturday of April) and publish its qualifiers and reserves along with the results of the subsidiary Championships;*

*April - Run the Final of the main Championship on the date decided: make the initial draw then score the cards as they are shot. Issue the results to the clubs and send a copy to the Site Administrator.*

## 10. NSRA REPRESENTATIVE

The duties of the NSRA Representative are as follows:

- 10.1 Attend NSRA Shooting Council meetings on behalf of the Association.
- 10.2 Make representations at such meetings either as directed by the Management Committee or a General Meeting, or that are, on his/her own judgment, in the interests of this Association.
- 10.3 Cast this Association's vote for candidates for NSRA committees in a similar manner.
- 10.4 Pass copies of the minutes of each Council meeting to the Association Secretary.
- 10.5 Report to the Management Committee on any matters relevant to this Association resulting from Council meetings.

*What this means in practice:*

*There are three Shooting Council Meetings per year, in the Lord Roberts Centre at Bisley on Saturdays. There is one at the end of March, one at the end of July/beginning of August (on the same day as the NSRA AGM and prior to it) and one mid-end of November. Travel expenses are paid by the NSRA – currently 25p per mile for car or actual rail travel cost.*

## 11. AWARDS CONVENOR

The duties of the Awards Convenor are as follows:

- 11.1 Prepare the annual prize-list containing all that year's prize-winners for issue to clubs prior to the Prizegiving and to the Site Administrator for publication on the website.
- 11.2 Acquire relevant medals and other awards from suitable sources and organise the appropriate engraving of any award.
- 11.3 Arrange for trophies, medals and other prizes to be available at the annual presentation of prizes for presentation to winners.
- 11.4 Maintain a register of winners of annually-awarded trophies and make arrangements for their return for engraving prior to their re-award. Keep a record of the winners of the County Medal.
- 11.5 Arrange a valuation of the Association's stock of trophies as and when directed by the Management Committee.
- 11.6 Maintain a full register of all the Association's trophies including a photograph and detailed description of each one.
- 11.7 Maintain a register of currently unallocated trophies and their whereabouts.

*What this means in practice:*

*Pretty-much what it says above.*

*The busy time of year is:*

*As the Prizegiving is held in May, then the active time for this official will commence in March with a call to the trophy-winners from the previous season to return them for engraving. By the time the Championship has been decided in early April, all the prizes required (including all medals, plaques etc for each competition) should be known. Make up the full list of requirements and visit the trophy shop to order everything. Take the trophies for engraving too. LSSA has not traditionally engraved its medals, only the trophies.*

*On the date of the Prizegiving, arrange access to the venue early enough to set up a table with a display of the trophies and other awards.*

*We have used Alpha Trophies on Ferry Road in the past and they hold a stock of our own medals, so that's the place to go.*

## 12. ANNUALLY-ELECTED POSTS

In accordance with the Constitution there may be up to six annually elected Management Committee members. The duties of such posts shall be:

- 12.1 Attend Management Committee meetings and provide relevant advice and experience to any matter under discussion.
- 12.2 Be prepared to be asked to undertake, or volunteer to undertake, any task requested by the Committee including serving on a sub-committee either as its convenor or as a member.

*What this means in practice:*

*Just what it says, basically.*

## 13. OTHER

- 13.1 New competitions might be devised and a Secretary appointed/elected to run them. These persons will automatically become members of the Management Committee and will run their competitions as required by the nature of the competition.

13.2 In addition, the Management Committee may appoint convenors of sub-committees who, if not already members of the Committee, will become co-opted members of the Management Committee. The duties of such convenors will be to report to the Management Committee on the activities of their particular sub-committee and to take advice and instruction on relevant matters.

13.3 The Association's website is run by a Site Administrator, which is not an elected post. The current incumbent performs that duty as a volunteer with a nominal annual stipend to reflect the amount of work put in over the years in setting it up and maintaining it (and re-inventing it twice).

The Site Administrator is the only conduit for publishing results of the Association's competitions and County Team scores apart from the Championships and CYOH results, which are still sent to clubs by post as the current Competitions Secretary does not have email.

13.4 World Cup.

The World Cup is a semi-separate competition run under the Association's banner. It was entirely conceived, created, developed and implemented by Bill Hamilton on his own initiative in 1990 as a fund-raiser for the Association's then outdoor range project. It still brings in more money than any other competition run by LSSA.

Bill still runs it on behalf of the Association on a kind of freelance basis (not being a member of the Management Committee). If/when he retires from it another volunteer organiser will be needed if it is not to fold. It's quite complicated, but he has a set of full instructions for running it to hand on to anyone willing to take it on, as well as the dedicated computer systems employed.

W F Hamilton

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Resurrected and updated June 2006.

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