

LOTHIAN & BORDERS TARGET SHOOTING ASSOCIATION

JOB DESCRIPTIONS for Management Committee Posts

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

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 other bodies such as STS, the NSRA and 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 conforming to 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 in May 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 in good time prior to the season concerned. 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 and the organisations this Association is

- affiliated to.
- 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 such as unresolved disputes.
 - 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. Draft minutes of all meetings should be available no more than fourteen days after each meeting.
 - 3.10 Maintain records of affiliated clubs' contact details, both current and historical.
 - 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 carrying out the NSRA affiliation process 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.
- 4.5 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 cheques have to be banked;

when the financial year ends on 31st 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 (as required by the NSRA) and other team league data as necessary including but not necessarily restricted to LBTSA competitions.
- 5.2 Provide leadership and inspiration to all county representative teams.
- 5.3 Administer the County teams for all County competitions: prepare and 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 and the STS Inter-Region competition.
- 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, and arrange times with suitable club(s) for such matches to take place.

What this means in practice:

Run the LBTSA teams in the NSRA's postal county league competitions over the winter season (see 5.3 above). The busy times of year are:

July/August: decide on which teams to enter in the NSRA County leagues; select the teams by using previous County team performances and recent performances in other team leagues, then entering the teams into the NSRA's Results Portal web application before the deadline.

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 Microsoft Excel installed and email and also to have some knowledge of Excel as scores are copied manually from the NSRA's Results Portal to an Excel system designed specifically for the purpose of maintaining LBTSA County team results. After each round's results are released by the NSRA, files in that system should be uploaded to the Association's website. That system will not work on a Mac computer (or a tablet or a phone).

Round by round results should be brought to the attention of all clubs/team members, along

with a commentary on each team's performance.

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.
- 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 or Treasurer;

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:

Mid-September to arrange date and venue of the Fixtures meeting in October. 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 Microsoft Excel installed as well as email and also to have a little more than basic knowledge of using 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 a Word file of labels ready to print.

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 or Mac computer with email and also to have Microsoft Excel (and Word for the labels) installed on it 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 work on a Mac computer (but not on 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, prone) 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 depending on the declared averages (inserting Bogeys where appropriate).

Create and print the target labels. The Excel system designed to run this competition has a function for producing these labels.

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.

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. CLUB PAIRS LEAGUE SECRETARY

The duties of the Club Pairs League Secretary are as follows:

- 9.1 Organise the Club Pairs Postal League as run by the Association and defined in the rules governing that competition, and ensure that participating Clubs and individuals follow those rules.
- 9.2 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 round.
- 9.3 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 depending on the declared averages. Divisions need not all be the same size.

Create and print the target labels. The Excel system designed to run this competition has a function for producing these labels.

As scores are received from the clubs for each round enter them into the Excel file. It will allocate the points won by each shooter.

The busy times of year are:

Mid-September 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 round 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.

10. INDIVIDUAL BENCHREST LEAGUE SECRETARY

The duties of the Individual Benchrest League Secretary are as follows:

- 10.1 Organise the Individual Benchrest Postal League as run by the Association and defined in the rules governing that competition, and ensure that participating Clubs and individuals follow those rules.
- 10.2 Receive the shot cards from the competing clubs and score them (including counting X's) and maintain records of scores and match results. Send such to the Site Administrator for publication on the Association's website and advise the clubs accordingly after each round.
- 10.3 Bring to the notice of the Management Committee any irregularities in the league, and 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 depending on the declared averages. Divisions need not be all the same size.

Create and print the target labels. The Excel system designed to run this competition has a function for producing these labels.

As cards are received from the clubs for each round enter their scores into the Excel file. It will determine the points won by each shooter.

The busy times of year are:

Mid-September 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 round after receiving the cards 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.

11. CYOH SECRETARY

The duties of the CYOH Secretary are as follows:

- 11.1 Organise the Association's Choose-Your-Own-Handicap Knock-Out Competitions (Individual and Team).
- 11.2 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.
- 11.3 Organise the shoulder-to-shoulder final of the Team competition.
- 11.4 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:

Both Team and Individual competitions take place from October onward. Cards may be locally scored. The Final of the Team competition is theoretically held at a neutral range.

Busy times of year are:

September-October: receive the entry forms and make the draws for the first round of the knock-outs. Print target labels and send them to the participating clubs along with a copy of the draw(s) and a covering letter giving the shooting deadline for at least the first round.

Receive the scores from the clubs, calculate the handicap scores and enter the details into an Excel file for sending to the clubs and the Site Administrator for publishing on the website.

When the second and subsequent rounds' results are known, print target labels for the winning teams and send them to the clubs concerned.

Before the Final of the Team competition, enquire of the clubs concerned whether they wish to shoot the Final shoulder-to-shoulder at a neutral range. If so, find a club willing to host the match and arrange for it to happen. Otherwise, print stickers for the two teams and send them out.

12. CHAMPIONSHIPS SECRETARY

The duties of the Championships Secretary are as follows:

- 12.1 Organise the Association's Individual Championships (prone and benchrest).
- 12.2 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.
- 12.3 Organise the shoulder-to-shoulder final of the prone Individual Championship.
- 12.4 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 qualifying stage results are sent to the participating clubs and the Site Administrator. The Final of the Open Championship is held on a Saturday in early April. The busy times of year are:

December – to print target labels (using a function of the bespoke Excel system for running the competition) and send them 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;

receive and score the cards for the Benchrest Championship to determine the winner then send all the results to the clubs;

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.

13. NSRA REPRESENTATIVE

The duties of the NSRA Representative are as follows:

- 13.1 Attend NSRA Shooting Council meetings on behalf of the Association. These were formerly face-to-face meetings at Bisley but since Covid have been Zoom meetings.
- 13.2 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.
- 13.3 Cast this Association's vote for candidates for NSRA committees in a similar manner.
- 13.4 Pass copies of the minutes of each Council meeting to the Association Secretary.
- 13.5 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 (often 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. As given above, however, during and since the Covid pandemic meetings have been held using Zoom, and may well continue in that form in the future.

14. AWARDS CONVENOR

The duties of the Awards Convenor are as follows:

- 14.1 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.
- 14.2 Acquire relevant medals and other awards from suitable sources and organise the appropriate engraving of any award.
- 14.3 Arrange for trophies, medals and other prizes to be available at the annual presentation of prizes for presentation to winners.
- 14.4 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

Silver Medal.

- 14.5 Arrange a valuation of the Association's stock of trophies as and when directed by the Management Committee.
- 14.6 Maintain a full register of all the Association's trophies including a photograph and detailed description of each one.
- 14.7 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 after the AGM 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. LB TSA has not traditionally engraved its medals, only the trophies, but transparent stick-on labels to be printed appropriately are an option: if taken, then such labels must be acquired and printed as appropriate.

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.

15. 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:

- 15.1 Attend Management Committee meetings and provide relevant advice and experience to any matter under discussion.
- 15.2 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.

16. OTHER

16.1 Publicity Officer

Overview:

The LB TSA Publicity officer is responsible for coordinating all the Association's publicity, whether it be via a newsletter or on social media, or through other platforms such as the Association website, Scottish Target Shooting or the National Smallbore Rifle Association. They must endeavour to promote the Association's activities in order to bring in new members to associated clubs and to publicise their successes.

Responsibilities:

- Must regularly update the Association's social media presence - e.g., the LB TSA Face Book page and work with the Association website administrator to publish relevant information in a timely manner.
- It is hoped that a regular summary of activity – in the form of a newsletter – will be produced and published on the website and on the Facebook page.
- Make sure to keep on top of inquiries to the Association's Facebook page - referring to appropriate committee members as necessary.

- Ensure that the Face Book page is used to communicate Association activities, eg competition results, and other information to all Association members - to complement the website content.
 - Publicise all Association events – competitions, meetings etc. Send timely information to governing bodies (Scottish Target Shooting and National Small-bore Association) to publicise forthcoming attractions and report relevant completed events.
 - Ensure that photographs are taken at as many events as possible in order to make content more engaging. The photographer does not necessarily need to be the Publicity Officer.
 - Send any written-up reports to a senior member of the Association, e.g., Chairman, Secretary or Website administrator before posting on any social media platforms to ensure that all results are correct, and no errors have been made.
 - Monitor comments on the Association’s Facebook page. In the case of inappropriate comments, these should be deleted and those posting them banned from the Association page.
- 16.2 New competitions might be devised and a Secretary co-opted/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.
- 16.3 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 chair the sub-committee carrying out its remit as decided by the Management Committee, report to the Management Committee on its activities and to take advice and instruction on relevant matters.
- 16.4 The Association’s website is run by a Site Administrator, which is not an elected post and is not a member of the Management Committee. 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.
- 16.5 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.

Bill still runs it on behalf of the Association on a kind of freelance basis. 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.

WFH

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