

BOWMEN of BRUNTWOOD

JUNIOR SECRETARY DUTIES AND RESPONSIBILITIES

- 1) Register yourself with Archery GB as the new junior secretary.
- 2) Ensure all juniors are paid up members in line with GNAS guide lines.
- 3) Ensure they and their Parents/Legal Guardian understand the safety rules and contact rules of the Bowmen of Bruntwood Junior Club.
- 4) Ensure that they receive all relevant information sent through GNAS.
- 5) Train our future archers to achieve their full potential, building them up both physically and mentally, and safeguarding them whilst under our care. Encouraging them through their development.
- 6) Help them to choose their own equipment. When they are ready, how to set it up, and how to tune it,
- 7) Ensure they all enter all postal competitions open to them:-

July - August	Summer Metrics
November	November Challenge
November – March	Send in their scores for the Cheshire junior Postal League
November – March	Send in their scores for the Northern Counties Junior Postal League
November – March	BA League
December	Jaws Award scheme
Though out the year	Progress Award scheme

- 8) Going away with them to support them at various shoots i.e.

BOWMEN of BRUNTWOOD

February	CCB Indoor Portsmouth
Deeside	Deeside Indoor Portsmouth
March	Cheshire AGM + Cheshire Indoor Championships
April	Warrington Junior FITA Star. Which incorporates the Cheshire v Lancashire County shoot
MAY	CCB Junior Nationals Rounds
JUNE	Yorkshire FITA Star. This incorporates the Northern Counties v East Midlands Inter Region shoot
JUNE	Organize the Bruntwood Junior Shoot Send out the invitations to all the Cheshire clubs. Draw up the target list; Make sure all the areas are all clean and tidy. Ensure that the medals are ordered and collected, the field is remarked, you have enough target faces, and you have enough targets, finally make sure you have enough people to help with moving targets, serving teas and selling raffle tickets, and helping with the scores
June	Lancashire Junior Championships
July	National Junior FITA star.
July	National Junior Championships
July	New Century Bowmen double York/Herford and Bristol's.

BOWMEN of BRUNTWOOD

September	Cheshire Junior Championships
September	North Wales Double FITA star
October	Northern Counties Inter-Counties Match
December	National Junior Indoor Championships
Then finally making sure that they submit claims for whatever level they have achieved. Help them to fill out their JAWS booklet. Then start again next year.	

Peter Galbraith (Retiring Junior Secretary)