



# *Capital Region Archery Club*

**7404 Meridian Street, Edmonton, Alberta T6P 1R5**

**Website: [www.crarchery.ca](http://www.crarchery.ca)**

September 1, 2007

TO: New and/or Returning Members of Capital Region Archery Club

FROM: Capital Region Archery Club Executive

RE: Memo of Understanding - 2008 Season

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It takes over 5,000 volunteer hours per year to run this club efficiently. CRAC has faced a continuous shortage of volunteers and this causes the “regulars” to burn-out. It is anticipated that all parents/members will offer to help or be available to help when called on to assist with club activities such as:

- General clean-up
- Repairs and fixing
- Coaching
- Attend club meetings on the last Tuesday of every month at 7pm
- Fill vacant positions on the Executive
- Junior and family class concession assignments
- Scoring help during classes
- Help with setting up shoots and parties
- Solicit donations/prizes
- Promoting the club

The following etiquette and rules make your archery experience that much more enjoyable. Please read and familiarize yourself with them:

- Abide by the posted etiquette rules regarding proper shooting procedures
- Members will respect the rights of other archers and the property of CRAC
- Anyone found acting in a manner contrary to the betterment of the club will be asked to leave and may have their membership revoked
- Juniors under age 15 must be accompanied by an adult at all times
- Other than sanctioned shoots, use of club facility is for members only. Anyone violating this rule may have their membership revoked
- Drop-ins allowed only during scheduled events
- A \$10.00/person fee will be charged for all drop-ins
- Drop-in sheet must be completed in full
- Membership card must be displayed while shooting at all times
- No pets permitted in the building
- No smoking permitted in the building

- Outdoor shooting will only be allowed when no one is on the field or behind the hill. Shooting must stop when students come out to use the field or maintenance is being done. You can reconvene once they've left the field.
- It is a member's responsibility to police our facility and help maintain our rights and privileges

Please treat this facility as you would your own home. There is no one here to pick up after you. Therefore:

- Turn off lights, turn down heat, lock cabinets & lock-up if you're the last person in the gym or small range
- use old targets first & put them away when finished
- take proper care of equipment

The following information applies to junior and adult classes.

- No classes Saturday or Monday of long weekends, Christmas or Easter
- Junior and family classes finish at end of April
- Club bows will be shared during classes
- Classes are on Saturday mornings 9:00 to 10:30am and 10:30 to 12:00 noon, and Monday evenings 7:00 to 8:30pm
- Observe class start times – arrive 15 minutes early and be ready to start
- Wednesdays are **adult only** night - starting at 7pm
- Purchase your own armguard, finger tab & arrows within **6 weeks** of joining. Armguards and finger tabs may be purchased from CRAC
- One whistle blast signals you to approach the line & start shooting
- Two whistle blasts signal you to retrieve your arrows – no running
- Three or more blasts indicate an immediate safety concern – STOP SHOOTING & WAIT FOR A SINGLE WHISTLE. NO EXCEPTIONS

### General Information & Fee Structure

- Membership fee is due prior to January 1<sup>st</sup> of each year
- Payment by cash or cheque only
- Cash payment provides for immediate club key; cheques must clear prior to receiving a key
- Need parent(s) email address to send information
- Please notify CRAC of any change to your contact information
- Photo waiver must be signed
- New keys are issued in January to adults/parents only
- Adult member fees include \$10.50 to Federation of Canadian Archers for liability insurance, Alberta Target Archers Associations collects \$15.50, balance pays the rent.
- Juniors: \$10.50 each to FCA and ATAA
- FCA cards are issued annually however your FCA number remains the same for life.
- FCA cards are printed by the ATAA and are mailed to CRAC 2-3 times/year. They are posted on the bulletin board in the club room for pick-up.
- Check website for updates.

**OUTSIDE**

- Cut grass & hill
- Re-organize seacan
- Install shelves in seacan (see Dave)
- Install outdoor lights on seacan
- Pick up garbage & targets
- Install safety fence on top of hill
- Secure portable shelters to ground
- Take old butts off field
- Realign new butts
- Spray parking lot weeds??

**FRONT ENTRANCE AREA**

- Clean up front
- Get ashtray
- Empty garbage can
- Clean windows in doors
- Sweep, wash floors and walls
- Replace exit light bulb
- Remove all clutter
- Replace ceiling tiles

**JANITOR SUPPLY ROOM**

- Reorganize shelves
- Wash floor
- Stock all janitor/cleaning supplies

**BACKDOOR ENTRANCE**

- Vacuum/wash floor and steps
- Damp wipe heaters

**GYM**

- Sweep & Wash floor
- Remove garbage
- Replace light bulbs
- Wash chalkboard
- Wash ledges
- Attach small butt to big one
- Clean bow cabinets (inside & on top)
- Clean-up computer table
- Clean behind butts
- Get 2008 wall calendar
- Re-stock score cards/pencils
- Clean-up targets (boxes)

**HALLWAY TO RANGE**

- Wash floor and walls
- Damp wipe bowcase shelves
- Replace ceiling tiles
- Wash tables
- Remove garbage
- Replace lights

**CLOG ROOM**

- Sweep & wash floor
- Plaster & paint

**MEN'S WASHROOM**

- Wash & sweep floor
- Clean toilets
- Fix toilet
- Install air freshener
- Stock soap, paper towels, toilet paper
- Empty garbage
- Clean counters/sinks/mirror

**WOMEN'S WASHROOM**

- Wash & sweep floor
- Install air freshener
- Stock soap, paper towels, toilet paper
- Empty garbage
- Clean counters/sinks/mirror

**SHOP/COMPUTER ROOM**

- Vacuum
- Clean-up/organize
- Mark bows & finger tabs
- Install utility sink

**CLUB ROOM**

- Replace lights
- Vacuum floor and furniture
- Tidy room, wash everything
- Clean fridge & re-stock
- Update bulletin boards
- Remove metal box – replace with Styrofoam & plywood
- Bottle run