



STARTING AN ARCHERY CLUB

Read through the entire Archery Club Packet! This packet will give you all requirements, resources, forms and information you will need to begin a Community Based Archery Club at your corps.

1) Talk to your Corps Officer

If you are interested in starting an Archery Club, you will need to discuss the possibility with your corps officer to engage their interest and seek their support.

2) Form an Advisory Committee

You will need to determine local interest and find suitable leaders. While the corps officer is responsible for the appointment and training of leaders, the advisory committee may assist in securing leaders for the club.

At the first advisory committee meeting:

- a. Introduce NASP style community based archery program.
- b. Explain the purpose of the committee.
- c. Discuss leadership possibilities.
- d. Discuss plans for recruiting leaders and members.
- e. Assign responsibilities.
- f. Set time, place, and date for next committee meeting. Include invitations for possible and leaders.
- g. Pray for leaders, future members and program.
- h. Secure approval from Corps Council and Advisory Board.

3) Secure leaders and arrange for leadership training

Leaders of community based archery teams have a great responsibility. Much prayer and consideration should go into selecting leaders. The following guidelines should be followed:

- a. **All workers must be 18 years of age or older and complete appropriate NASP Basic Archery Instructor training.** Territorial trainings are offered twice each year. Arrange for all leaders to attend one of these trainings or contact your divisional BAIT representative to arrange a time for training session(s). No grant application will be processed unless you have at least two certified basic archery instructors.
- b. When feasible, applicants for volunteer positions within the corps shall have participated/or been a regular attendee of the corps for at least six months.
- c. Prospective leaders must undergo a background check and complete *Safe from Harm* training. Contact your divisional SFH representative to arrange a time for appropriate child safety training.

4) Requisition and cost of equipment and supplies

- a. If you are fully funding your equipment, contact Gerri Rajska via Lotus Notes to place an order directly with NASP. The cost will be approximately \$3300 for a TSA standard kit.
- b. If you are seeking a grant to assist with the cost of the equipment, you will need to complete the attached Community Based Archery Equipment Grant Application form and submit it to your divisional youth secretary for DHQ approval.
- c. If you receive a grant, you are responsible for matching funds, the following conditions apply.
 1. You will pay matching funds in the amount of \$1000.00* for a kit worth approximately \$3,300.00, which will include:
 - Archery Kit: 10 Genesis Bows (7 Right Hand, 3 Left Hand), 120 arrows, 5 targets, 1 arrow curtain, 1 archery repair kit, and 1 bow rack.

- 11 Steps to Archery Success banner.
- 2. The kit does not include floor quivers, which you will need to build or purchase separately.
- 3. You agree to begin a community based archery program within one year of the receipt of the grant-funded equipment and to continually operate the club for at least three years. Failure to utilize the equipment will result in the kit being relocated to another archery club.

*This pricing has been made possible by the Safari Club International Foundation Hunter Legacy Fund. If there is a Safari Club Chapter near your location, there may be more funding available to support your programs. For any other questions, please contact your Divisional Youth Department.

5) Approval Process

DHQ

- a. Turn in completed Community Based Archery Equipment Requisition with approvals from Corps Council and Advisory Board to DHQ Youth Department for presentation to Divisional Finance Board.
- b. Divisional Finance Board approval will be forwarded to the THQ Youth mailbox for processing of equipment order and invoice.
- c. Secure a copy of Centershot Ministry *The Plan* from you DHQ Youth Department for use as devotional material.

THQ

- a. Upon receipt of your approved Community Based Archery Equipment Grant Application form, THQ Youth Department will forward application for approval. If funds are granted, they will then process approved equipment requisitions and send out confirmation of order.
- b. THQ will send invoice to DHQ for the corps portion of payment.
- c. All equipment will be shipped directly to corps locations.

6) Introduce the program to the corps and community

- a. Announce program in all corps meetings. Also, provide information to all other Salvation Army affiliated program participants.
- b. Present the definition and purpose of the program, names of leaders, and announce the date, time and location for the first meeting.
- c. Contact local radio and television stations, newspapers, churches, and nearby schools for promotional purposes.
- d. Plan personal visitation in neighborhood homes, and share printed announcements about the first meeting.
- e. Make attractive posters for corps display.
- f. Send personal invitations to all young people known to the corps who are in of the appropriate age and encourage them to come and bring their friends.

7) Meet with the Advisory Committee and all leaders

- a. Discuss recruitment methods used and their results.
- b. Set the date, time, and place for the first meeting with program participants, parents and leaders.
- c. Set goals and plan for annual events. (Keep in mind corps, divisional, and territorial events that may already be on the calendar.)
- d. Plan program in detail for first meeting.
- e. Plan programs for first three months.
- f. Discuss suitable meeting places.
- g. Discuss leader's responsibilities and provide a written list of duties for each leader.

8) Schedule first meeting

- a. Get acquainted activities.
- b. Introduction of the leaders.
- c. Explanation of the program: Safety rules, activities, special events, uniforms, dues, etc.
- d. Distribution of take-home information.
- e. Announcements of the meeting time and place.
- f. Closing and benediction.

9) Enroll members

- a. Members must be in grades 4 – 12. Obtain a completed Individual Application Form for each person before they participate. These forms are available on the Central Youth Network website. When you receive the completed application form, start a Record Card for each person in order to track their progress in the program.
- b. List all members on the Club Registration form and forward a copy to DHQ and Territorial Youth Department. Ask corps officer to record/update membership on line 7110. Be sure you keep a copy for your corps records.
- c. Once you receive your equipment, you will be ready to begin!
- d. Schedule a public enrollment ceremony. The leader should make this enrollment a significant time. Parents and local sponsors should be invited to the enrollment ceremony.

10) Statistics

When you first begin your club, your corps officer will need to contact your Divisional Statistician to let them know you are starting an archery club so they can give you access to the proper lines to record this activity. This exciting opportunity has been made possible with the support of our partners and proper recording of your statistics will help us share what is happening easily and accurately.

- a. Record membership on line 7110.
- b. Attendance
 - Club meetings – Line 7130
 - Open shooting for practice, etc. not during club meetings – Line 7135
 - Training sessions, 11 Steps to Success, BAI, etc. – Line 7150
 - Award banquets, family events, etc. – Line 7160
- c. Count Center Shot, devotions, etc. as a separate meeting and record on line 2325.

See next page for additional details on recording statistics.

Program: TSA Outdoors -Archery Club Program

Membership:

7110	<p>Community Centers/School of Performing Arts/Program Centers – Number of Members (Unduplicated) – Record the number of individuals registered as members of an organized program for youth, adults, or older adults held in Salvation Army facilities. The local unit determines what constitutes a registered member.</p>
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Attendance:

7130	<p>Physical Education (Structured) – Record the number of sessions and participants at organized athletic activities, including practices, classes and leagues.</p> <p>Only one session is to be recorded regardless of the length of the activity. In the case of teams in league play, each game should be recorded as one session.</p> <p>The attendance figure is to be an unduplicated (head) count of all participants (not spectators) in the activity.</p>
7135	<p>Physical Education (Unstructured) – Record total number of sessions. (Each hour that the facility is open should be counted as session.)</p> <p>Record accumulated attendance totals. (Athletic field, Gymnasium, Swimming Pool, etc.) after counting activities at intervals of one hour.</p>
7150	<p>Education – Record sessions and attendance in classes or groups which meet for mutual interest purposes...crafts, hobbies, arts, etc., (Special Interest Groups).</p> <p>Record sessions and participants in organized clubs with elected officials. (Group Clubs).</p> <p>Record sessions and participants using the library room as a resource for homework study, tutoring and reading. (Library).</p> <p>Record sessions and participants on continuing program i.e., tutorial, pre-school, nursery, etc.</p>
7160	<p>Social & Special Events (Structured) – Special events refer to activities that supplement the regular Center/Club program. This would include awards night, mother & daughter banquets, father & son banquets, special work with Civic Clubs, etc.</p> <p>Record sessions and participants of those attending parties, carnivals, fellowship hour, etc.</p>

Centershot Ministries/Devotional:

2325	<p>Youth Spiritual Development – Record meetings and attendance primarily for teens and young adults such as discipleship, Bible study, Bible Bowl, Bible Club, youth fellowship, devotional meetings, and retreats.</p>
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Seekers:

2415	<p>Youth Seekers Section 3 – Record names of seekers under 14 years of age, NOT entered in the Seekers' Register <u>during the preceding 12 months</u>, or not listed on the Junior Soldiers' Roll of any Salvation Army Corps.</p>
2420	<p>Youth Seekers Section 4 – Record names of seekers under 14 years of age, previously entered in the Seekers' Register <u>during the preceding 12 months</u> or listed on the Junior Soldiers' Roll.</p>



Community Based Archery Club Equipment Grant Application:

Corps: _____

Contact: _____

Leader: _____

BAI Number: _____

Leader: _____

BAI Number: _____

In consideration of receiving grant funds to assist us starting a local archery club, we agree to the following on behalf of the above named corps. *(Please certify agreement by marking the appropriate boxes.)*

- Have an adequate facility (Minimum size is 30ft x 50ft, and at least a10ft ceiling.) Gymnasium, multi-purpose room, on site or off site. *(NOTE: TSA NASP Instructors are trained only to teach youth in our own programs. If you are using offsite facilities, you may only provide instruction to registered Archery Club members.)*
- Have at least two committed staff/volunteers certified as NASP basic archery instructors committed to leading your club. (DHQ/THQ can help with certifications.)
- Attach a proposed weekly schedule of range times.
- Submit weekly attendance and participation on the corps statistical report as outlined in *Starting an Archery Club*.
- Commit to competing in annual tournaments on site and/or online.
- Use archery as a ministry outreach by incorporating *Centershot Ministries* or other appropriate faith-based curriculum into your program.
- Commit to raising funds for equipment (\$1,000.00 initially for matching grant to obtain equipment, *plus* \$1,000.00 annually in your annual corps budget for maintenance, leader training and upkeep.)
- Obtain Corps Council and Advisory Board approval.
- Obtain Divisional Finance Board and DMPC (if required) approval.
- Forward pictures and articles about your archery program to the territorial youth department. Our partner's love hearing and reading about your group.
- If you are fail to report annual activity on corps statistical report or regularly use your archery equipment, it may be removed and repurposed to another TSA youth program that is looking to start an Archery Club.

Entity	Approval Date	Signature
Corps Council		
Advisory Council/Board		
Divisional Finance Board		
THQ Youth Department		