



STARTING AN ARCHERY CLUB

Go to www.CentralYouthNetwork.com and print out The Salvation Army Outdoors Community Based Archery Club packet. This packet will give you all the 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 also be followed:

- a. All workers must be 18 years of age or older and complete appropriate NASP Basic Archery Instructor training. Contact your divisional representative to arrange a time for training session(s).
- 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 representative to arrange a time for appropriate child safety training.

4) Requisition and cost of equipment and supplies

- a. If you are seeking a grant, you will need to complete a Community Based Archery Equipment Requisition form.
- b. Your archery equipment kit will cost you \$750.00* (a \$3,500.00 value!), and will include:
 - Archery Kit: 12 Genesis Bows (9 Right Hand, 3 Left Hand), 120 arrows, 5 targets, 1 arrow curtain, 1 archery repair kit, and 1 bow rack.
 - Team banner (2'x4') in the team color of your choice. This will act as your team charter.
 - Two leader polo shirts.

*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 DHQ Youth Department for use as devotional material.

THQ

- a. Upon receipt of your approved Community Based Archery Equipment Requisition, THQ Youth Department will 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. 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! The kit will include leaders' uniform shirts and a club charter. The club/corps may purchase team shirts for other club members.
- d. Schedule a public enrollment ceremony. The leader should make this enrollment a significant time. The members and leaders should wear their uniform shirts for the first time at this ceremony. Parents and local sponsors should be invited to the enrollment ceremony.

10) Statistics

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	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.
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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	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.
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Seekers:

2415	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.
2420	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.