
EFAA Classification and Incentives Hand Over Documentation

The Constitution:

Classification and Incentives Officer shall:

- (1) Supervise and administer the national classification and incentives policy, in accordance with the wishes of the Committee.
- (2) Co-operate with, report to and advise the Committee on matters concerning classification and incentives.
- (3) Maintain records and issue record certificates and incentives as requested and as appropriate.
- (4) Collect in moneys for incentives and remit to the Treasurer timeously

Classifications and records

Maintain EFAA records:

- Once classifications sheet is returned from club that has held classification, record date returned and number of archers at the classification in age groups and any records or awards to be issued on the current year spread sheet. This information to be issued to the Association Secretary when requested.
- Records to be confirmed by looking at current web site scores
- Check that both cards add up to the same amount
- Update Blue folder that holds all current records (Hard copy)
- Update website to new records
- Add new records to Field Archer document so that it can be issued to the field archer editor when requested.
- Add new records to the Year of Achievement document, issue at end of year to the Technical Digital Officer.

Issue Certificates

- Print or Hand write out certificate and post to archer.
- FM Patch
- Check scores, add to Field Archer and Year of Achievement documents, post to archer.
- GFM Patch
- Check scores, add to Field Archer and Year of Achievement documents, post to archer
- SFM Patch
- Check scores, 2no required in 12month period, add to Field Archer and Year of Achievement documents, post to archer
- Robin Hood Patches and Forester patches.

- Add to Field Archer and Year of Achievement documents, post to archer
- Pin Badges
- Check scores for the claimed number of spots, confirm you have received the correct amount of money, add to Field Archer and Year of Achievement documents, get pin engraved with the correct amount and style, post to archer. Any funds received to be kept if cash for postage fees or put into the Association Bank account if cheque. Cheques to be made out to EFAA.

Hall of Champions:

Once a year after the National Championships update the Hall of Champions file on the website

Extras

- Keep a record of the number of patches used and reorder as required.
- Find an engraver to do the spot badges
- Keep a stock of C4 size Board backed envelopes and small Bubble envelopes for patches and spot badges.
- Maintain a record of your expenses (post, envelopes, engraving) and issue to treasurer in a timely manor
- Keep or maintain copies of old classification forms, scan, and place onto OneDrive.