

Douglas Ridge Rifle Club

Discipline Director Agreement

Thank you for stepping up to take on the role of Discipline Director. Disciplines make the club more versatile, safer and perform an important outreach to the community. This agreement is designed to lay out what your rights and responsibilities are as a Discipline Director.

Safety

As a Discipline Director, you will be responsible for ensuring your discipline conforms to club safety standards as well as any parent discipline affiliation standards. If your discipline requires exceptions from club SOP's, as documented in the Member Handbook, it is your responsibility to coordinate with the club CRSO to work out an approved plan. It is required that you draw up a written detail on what specific things are allowed with your discipline that are exceptions to safety rules in the Member Handbook. This document is to be provided to the CRSO who will review it with recommendations before submitting to the board for approval.

You are the authority at your events. You have the authority to reject or eject participants for safety concerns, rule violations or poor sportsmanlike behavior. RSO's will assist you as needed.

If you need club RSO's to assist at your event, it is your responsibility to coordinate with the club CRSO a minimum of 30 days prior to your event.

You are highly encouraged to have and maintain your First Aid, AED & CPR certifications. The club will reimburse you for any medical training up to \$100 per year.

You are highly encouraged to maintain membership with your parent discipline affiliation. The club will reimburse you for any membership fees in the parent discipline affiliation up to \$75 per year.

Access

If you need access to restricted areas (conex box, silhouette shack etc.) for you, or your designee, please submit a written request that includes the member number and what you need access to. Requests should be sent to the club Project Manager.

It is strongly encouraged that you choose an Assistant Discipline Director that can cover events you can't make and to train up someone to take the lead when you are ready to move on to bigger and better things.

Scheduling

You are expected to communicate your disciplines needs to the Executive Officer by the first of September for the following calendar year. You need to specify the range(s) you wish to use and what times you want the range(s) reserved. Please be sure to include setup and teardown time. While disciplines get a very high priority on range scheduling, there are many moving pieces and you may need to flex from time to time. Communication is the key.

Financials & Paperwork

You are expected to communicate your disciplines financial expected revenue and expenditures to the budget committee by the first of April for the following budgetary year (July 1-June 30). The club expects a written plan on how many events you plan to run. How much revenue you expect to take in. How much your events will cost to put on. If you need any additional equipment for the following year.

Many events require cash handling; match fees or ammunition sales are two common examples. Proper cash handling is essential to maintaining our 501c4 status.

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- All participants must sign a club waiver to participate in club activities (use guest check in sheet or build a form for your discipline)
- All cash is to be counted by two people; signature lines with names and phone number to be turned in with match fees
- Match fees with documentation is to be turned in to the wall safe next to the office door in the clubhouse
- Any expenditures that require reimbursements must be signed and include copies of the original invoice reflecting the amount being requested for reimbursement
 - please allow for a 21-day turn around on reimbursement checks
 - you may request a cash advance up to 45 days prior to your scheduled event
 - Receipts and/or any remaining funds are due within 10 days of your event

Discipline directors may spend up to \$500 of their approved budget without consulting the board. Expenditures over \$500 must receive board approval.

Club Communications

You, *or your designee*, is expected at the General Meetings (first Thursday of the month at 7p in the clubhouse) to give a report on what is happening with your discipline. A written report may be sent to the club Secretary as a substitute; however, please limit how often you use written reports as members are unable to ask questions. Seasonal disciplines are exempt while their discipline is inactive.

You, *or your designee*, is expected to write at least one article, that features your discipline, for the newsletter per year.

You are expected, at least once a year, to review the contents of the club website and correct any errors such as contact information, pricing or dates & times. It's highly recommended that you provide updated pictures from time to time. Please communicate changes to: webmaster@douglasridge.org

Term

We ask our Discipline Directors to make a commitment of 2 years. There are no term limits on Discipline Directors but we ask that you sign a new agreement every 2 years.

If these expectations are not meet, the board will revoke your directorship and seek out a replacement. Disciplines without a director will have all events and any remaining budget suspended until a new director is established.

I, _____ accept the role as Discipline Director for
(Director Name)

_____ and I accept the responsibilities as listed.
(Discipline Name)

Accepted by Discipline Director _____ Date: _____

Accepted by DRRC President _____ Date: _____