

AFAD TASKS

Head of Bout Committee:

- Must be professional member
- Ensure quality, smooth, timely, successful tournament
- Manage volunteers
- Coordinate Directors
- Manage and run tournaments
- Coordinate and run bout committee (all members must be professional)
- Schedule location, allow for setup, and tear down in timely manner
- Estimate need of AFAD fencers being met by tournament.
- Schedule on AskFred
- Promote tournament
- Estimate time for events, and resources – strips, directors, equipment
- Bout Committee Should include 3 or more people, tasks include:
 - o Scheduler – ensures strips and directors are being used efficiently
 - o Registration
 - o Fencing Time
 - o Equipment Check
 - o Armorer (Must have one responsible for equipment, Optional for availability to fix fencers equipment)
 - o Head Director, and Directors (Judges)

Instructor Supervisor:

- Insure instructors are meeting expectations, and following AFAD guidelines and protocols.
- Track retention, success
- Insure safe, appropriate instruction is being provided.
- Ensure all USFA rules, and laws are being followed.

Location Coordinator:

- Liaison between facilities owners, instructors, inventory clerk, fencers and club.
- Insure schedule, description and other materials are correct and accurate.

Inventory Clerk:

- Maintain Inventory Spreadsheet
- Work with Armorer, OF Supervisor and instructors to ensure adequate equipment available.
- Perform annual inventory
- Track inventory location and possession.
- Track broken, lost and added new inventory.
- Maintain, and enforce procedures relating to Inventory.
- Double check that equipment is being maintained.

Armorer:

- Ensure equipment is being maintained.

- Evaluate equipment to make sure it is still safe and functional, else fix or dispose of.
- Work with Inventory Clerk, OF Supervisor and instructors to ensure adequate equipment available.
- Fix electric equipment
- Teach others
- Fix dry equipment
- Track, order and charge for parts
- Maintain, and enforce procedures relating to Armorer.

Armorer Support:

- Get equipment from location to Armorer, and back to location.
- Help Armorer with Armorer duties

Open Fencing Supervisor:

- Must be professional member
- Arrive before start unlock cabinets, last to leave, or after lock up.
- Work with Armorer, Inventory Clerk and instructors to ensure adequate equipment available.
- Manage Setup and Tear down
- Setup Cones, or strip markers
- Trouble shoot equipment problems
- Mark faulty equipment for repair by Armorer, place in repair bag.
- Set Welcoming, positive atmosphere.
- Invite observers to watch, let them know of classes, answer questions.
- Supervise safety, enforce rules.
- Collect Fees.

Open Fencing Comptroller:

- Periodically (approximately monthly):
- Collect all Open Fencing monies, OF Sign in sheet and paperwork.
- Tabulate, track and record number of fencers and payments.
- Summarize fencers and payments with payment to KRC.
- Summarize payments and make payment to AFAD treasurer.
- Send updates to Secretary of new paid AFAD Members.
- Put USFA forms in treasurers Folder for pickup.
- Put Waiver forms in Secretary folder for pickup.
- Ensure new fencers name and email is sent to Member Secretary.
- Track list of Recent (year, quarter?) Open Fencers, share with Member Secretary.

Member Secretary:

- Maintain database of fencers emails and names, and other data including years fenced
- Ensure email lists are maintained and synchronized with database info.

Webmaster:

- Maintain and update website
- Coordinate with everyone to ensure information is posted and accurate

- Information on classes, lessons, tournaments, club information, etc
- Ensure web domain name is paid for and maintained

Board Members

Chair:

- Perform duties outlined in bylaws
- Lead / run the club

Vice Chair:

- Perform duties outlined in bylaws
- Act as Chair when Chair is unavailable.

Treasurer:

- Perform duties outlined in bylaws
- Account for all monies, pay bills update board etc.
- Make equipment orders, deliver equipment, collect payments
- Manage and track all tax and non profit legal issues.
- In November evaluate if club should purchase equipment to avoid gains tax.

Secretary:

- Perform duties outlined in bylaws
- Take, distribute, and supply minutes of meetings
- Track Active Members
- Provide copies of agenda at board meetings
- Archive, track waivers, and other documents