

These Duties were developed by the 2000-2001 officers

Juan Torres (President)
Jennie Oestreicher (Vice President)
Kevin Craig (Secretary)
Heather Nelson (Armourer)

Duties of Fencing Club Officers

DUTIES OF THE PRESIDENT

The President of the Cal Poly Fencing Club is the coordinator of information, events, policy, and function within the club's administrative infrastructure. The President is the head of the officer corps, which governs the Club's operation. The duties of the President, in specific include: Presiding over officer meetings, being the club liaison to Rec Sports, and overseer of any tasks undertaken by the club itself or the officer corps.

OFFICER'S MEETING

- Although any officer may call for a meeting to be held- barring a crisis, the President is responsible for calling routine meetings of all the officers. This should be done an average of every two weeks in order to keep club business moving slowly.
- The President Presides over any meeting, and as such, should be prepared with an agenda of topics to be discussed. It is the President's job to maintain an efficient pace to meetings.
- When decisions concerning the club's administration are made (i.e. finances, events, policy change), the President, as do the other officers has one vote. The President does not have veto powers, but he/she should be recognized as having a more intimate knowledge of what is best for the club with respect to Rec Sports and the club itself.
- The President has the power to delegate authority to whomever is deemed fit.
- The President is responsible for finding balance between the requirements of the club, students, coaching staff, and Rec Sports. The President **MUST** decide what this balance is, and execute it- Do Not be afraid to be the President.
- The President must keep his subordinates accountable for their actions, or inactivity. The President is the representative of all the club members after all, elected to provide and maintain the club leadership.

REC SPORTS LIASON

- The President is the link between the Cal Poly Fencing Club and its parent organization, Rec. Sports. He/ she is responsible for maintaining lines of

communication with the CSC (Collegiate Sport Club) Supervisor, who is the direct Rec Sports resource to the President.

- As Liaison, the President is responsible for keeping current with Rec Sports policy, and for producing the forms required by Rec Sports (travel forms, competition reports, roster approvals).
- The President should maintain a friendly, professional relationship with his/her Rec Sports counterparts- this is vital to a productive administration
- The President try to achieve the goals of the Fencing Club through partnership with Rec Sports, and so must constantly be in contact with the Rec Sports office- at least once a week. In specific, the club's CSC Supervisor must be kept in close contact. Utilize the Supervisor as much as possible- it is their job to help the club navigate the Rec Sports administration.

The position of President demands responsibility and respect, but should never be abused. The President has no overt superiority over any other officers, but the officers should recognize and respect the office of the President. The President should be a leader in example as well as vision. The President should keep the Fencing Clubs mandate at all times when making decisions. The Club exists to teach the art of fencing to anyone willing to learn in a fun, social atmosphere at a reasonable cost (in a nutshell).

RESPONSIBILITIES OF THE VICE PRESIDENT

- T-shirts- I recommend going to J.Carroll (805.595.1000) for t-shirts and sweatshirts. They may be a bit more expensive, but they are a lot more organized than Doghouse (805.528.4109). (I went to Doghouse for the sweatshirts and they weren't very well organized with their ordering system, and everything else.) If you do go to look at other places for t-shirts and such, call them ahead of time to get prices. When you call about prices there are a few things that you want to know ahead of time. You want to know a rough number of shirts you are going to order (they generally price them on a scale 12 shirts for one price, 24 is cheaper, and 36 is cheaper than 24, and so on.). You also want to know how many colors you are going to use, and how big the design is (front pocket, full back, on the sleeve?, etc). You also want to base prices on the same weight of t-shirt or sweatshirt. For example the sweatshirts were 9oz sweatshirts, and the tshirts are X% cotton/poly, or whatever. Also, ASI wants us to have a copy of their logo on the shirt somewhere. Some places also charge a setup fee, so ask about that too. I have copies of receipts and the rest of the paperwork that I will give you. These will give you a basic idea to the cost and how ordering works. When you go in to order you bring your design, and the number of shirts that you want ordered of each size. Generally a few extra L's and XL's are ordered. J. Carroll is really good about explaining the ordering process to you when you go in. Basically you just tell them how you want it to look, and they can generally do it.
Payment is kinda complicated- here are some hints from Dave if you don't do a PO:
Note- you want to pay by Purchase order, and as I am writing this I can't remember how that works, so when the time comes you can ask Dave and he will tell you.

1) If you get shirts before getting cash (and you didn't fill out a PO), check out the shirts and make sure they are OK, make sure you get a receipt, then:

- a) You fill out a PRF
- b) staple the invoice to it
- c) write on it "All items received, date it, and sign your name"
- d) photocopy both PRF and Invoice for our books
- e) Turn it in to rec sports
- f) usually they would mail it out at that point

2) If they want cash on delivery, (J.Carroll generally wants a PO)

- a) You fill out a PRF asking for check to be held for you
- b) You pickup the check
- c) go down and LOOK at the shirts etc,
- d) IF everything is exactly correct (numbers, type etc) You hand him the check, get a receipt, and get the shirts
- e) Turn in receipt to Rec Sports (make a copy for us)
- f) IF anything is incorrect, wrong number, size etc, you hold onto the check, do NOT take delivery unless everything is right. Let them hold the shirts/whatever until they correct the problem and can deliver on everything.

When deciding on the price for the tshirts- pick a price about \$2-3 above the cost of printing the individual shirts... we want to make money, but we don't want to rob the fencers. :)

- Pick up other odd jobs- ex- get chair for Eric at the officers meetings :) ; go and try to answer questions that people standing at the door might have; have fun; if an email comes around and the job is easy, don't hesitate to do it (unless you REALLY don't have time).
- Turkey Tourney: Pick some job there and do it (duh!)- ex- organize tables and chairs from Rec Sports, get Ref gifts, supervise set up...
- Make sure you can get to practices and tournaments on time, and stay late to put boxes and such away after practice- you are an officer, if you don't do it, none of the fencers will....
- Have fun!!

DUTIES OF SECRETARY

The primary duty of the club secretary is to record minutes at each officers' meeting. Officers' meetings occur every 2-4 weeks, usually before a large fencing club event. At the meeting the secretary must keep a record of each issue that was discussed, who presented what arguments and opinions about the issue, and what the final decision was.

The club secretary will send the minutes out to the other officers via the officers' e-mail list sometime after the meeting.

The secretary will also have other duties throughout the year. These include participating in the organization and running of: fund raisers, open house, Fall Tournament, and other events that may occur during the year. In this case the secretary will either volunteer or be assigned duties by the club president or other officers. The secretary will sometimes be called upon to create documents such as flyers to advertise club events. Depending on the availability of other officers, the secretary may have other duties during the year.

DUTIES OF ARMORER

Duties:

1. Armoring Sessions
2. Issuing equipment
3. Returning equipment
4. Inventory
5. Purchasing equipment
6. Misc.

Armoring Sessions

This is the largest part of your job, and can be the most stressful. But if you keep your head, it's not bad at all. The key thing to remember about armoring sessions is that your job isn't to fix everything yourself, it's to make sure that everything gets fixed. This normally means that the entire armoring session all you will be doing is delegating. It is also important to note that you are not expected to know how to fix everything. If you don't know how to fix something ask one of the coaches and they will gladly show you how.

It is your job to let everyone know about upcoming armoring sessions. You should make announcements at the beginning of practice at least a week in advance and you should also send out an email. The email should include information like when it's going to be and who's house it's going to be held at. If possible include a map to the location. Also leave your number and email address and tell them that if they need a ride or can give a ride that they are to contact you. (You don't need to give everyone rides, just make sure that everyone has a ride.) Then send this email to the spider email requesting Dave to send it to the entire club.

It is your duty to get all of the equipment to the armoring session. You can either bring it in your car, or you can ask someone who is trustworthy to bring it. Remember that you need to trust who ever you put in charge of bringing the equipment, because if they do

not show, there are going to be a lot of aggravated people and you are going to have a lot of work to do.

Then basically you fix everything that's broken. If it has tape on it give it to someone who knows how to fix it or show someone how to fix it. Test all of the electric equipment and make sure that it is in good working order. It is up to you to make sure that everyone has a job to do and they are doing it right. If someone has a question make sure that they ask you first, and then if you don't know the answer then go and ask a coach or an advanced fencer. If someone is very new to fencing and they don't really know how to fix anything, then show them how to test equipment. If they find something is broken have then explain the problem to someone you choose and they can fix it.

It's also nice to have every one do an equal amount of work. If a fencer's specific weapon is all checked and fixed, ask them to help on something else. It is important that all fencers support the club and each other and not to go just to fix their stuff.

If everyone has a job and they do it right, the armoring session shouldn't take very long and everything should get fixed properly. And remember if you don't know how to do something, don't hesitate to ask, it's better than making it worse.

Issuing Equipment

This is the second largest part of the armorer's job. At the beginning of each quarter all members that have paid to check out equipment need to be issued it by you. What has worked well in the past is to give the check-out slips to the treasurer. When they give him the receipt that is proof that they have paid, then he issues them a check out slip. These check out slips are in a set format and can be copied at the front desk for free. One copy of the check out slips is attached to this page.

When they bring the slip to you you have them fill out all of the personal information in the bottom. You also give them a fencing safety rules paper, which also can be copies at the front desk for free and is attached. Then explain to them how to choose equipment that fits and what to look for. Also explain how to care for their equipment and that they need to wash it a week before they turn it in. Make sure that they know that if anything breaks or they see anything broken, to come and tell you. (If issuing electric equipment which is rare, make sure that they know they need to have their lames hung up when ever they are not in use). Make sure to tell the guys that it is cups are not provided, but they are recommended. You can give the girls breast cups and explain how to put them in the women's jackets now or wait until they are picking out equipment.

After you have explained to them all of the details, dump the bags of equipment out and let them pick stuff out. Make sure that the equipment fits properly and that no right-handed person gets a left handed foil.

After people have their equipment, fill out the shaded boxes at the top of the check out slip. If they are returning fencers and know what to look for in equipment, they can fill out the shaded boxes themselves.

That's about it. Then tell them to go back to the beginning coach who let's them know the proper use and rules about the weapons.

Returning equipment

This is not as difficult as issuing equipment, but goes a lot faster with help. Have the fencers line up and one at a time find their check out slip. Then check and make sure that the equipment that they are turning in is the same that they checked out. Check and see that there is no new damage if possible and then put it in the bags. Return the check out slip to the person.

If there is someone who has not turned in equipment at the end of the quarter it is your job to track them down and get the equipment back. On the check out slip you should have both their school and permanent phone number. Call them and request the equipment back. If you try this and it doesn't work as a last measure, talk to David Grant about alternative measures.

Inventory

In the past inventory has not been kept up well, so this is a place that has a lot of room for improvement. There is an incomplete spreadsheet of most of the equipment's numbers, sizes and any specific notes about that item. Normally the person who has the equipment checked out is also entered into the spreadsheet for easy access. The file is written in excel and the disk is attached.

Basically this has only been started up recently, so anything you want to do to improve the system is encouraged. Just make sure that it is easily understood, and that it is easy to use by future armorers.

Purchasing equipment

You are only part of this process. Basically it is your job to decide what the club needs to buy and make a wish list. You then must discuss this at an officer's meeting to decide with the treasurer and other officer's what can be bought each quarter.

Misc.

If during the quarter something is broken it must be recorded. A fencer is allowed one broken foil. They then must pay for any other unless the armorer deems that it was special circumstances.

Make sure to write down when someone changes equipment for some reason on the check out slip or spreadsheet, which ever you prefer.

If someone is going to be doing fencing during the breaks it is possible that they check out equipment for that time. Make sure that the equipment isn't going to be used and that you have the permission of the President.

It is also your duty to label all of the new stuff. Make sure that there isn't already something with that number and just write on it with the club sharpie pen.