

# County Committee Roles and Responsibilities

## General

The role of County Committees is

- [a] To promote the sport of clay pigeon shooting within the County.
- [b] To advise and assist on all matters relating to clay pigeon shooting within the County.
- [c] To allocate the various County championships.
- [d] To arbitrate on any disputes that may from time to time arise in the County which may be referred to the County Committee (the Committee) by Clubs or Individual members within the County (save that any dispute falling within the ambit of the disciplinary procedure provided for in the Articles of the Clay Pigeon Shooting Association Ltd. (CPSA) shall be dealt with as therein provided and not by the Committee).
- [e] To define and operate an acceptable selection procedure for the various County teams.
- [f] To advise and assist the Board of the CPSA, via the Regional Committee, of the requirements and state of the sport within the County.
- [g] To elect two representatives to serve on the above Regional Committee in accordance with these Articles.

The “Committee” as described in this document comprises of: Chairman, Vice Chairman, Secretary, Treasurer, and between five and nine committee members. The Committee may co-opt additional members as it deems appropriate and may allow such members the power to vote. Other members may also be co-opted.

All members of the committee are expected to conduct themselves in a professional and sportsmanlike manner when dealing with anything that may impact the running of the committee, its decision making processes or exposure to scrutiny by outside agencies, including the general public.

All members are reminded that the committee is an extension of the ruling body of the CPSA and as such must adhere to any regulations which are currently in force regarding its data protection and corporate procedures and processes, including Articles of Association at national, regional and county levels.

## Chairman

- Represent and promote the CPSA and County Committee and its goals, including to public entities outside of the shooting community
- Ensure that the committee conducts its business in a professional and timely manner
- Guide and encourage open and fair dialogue within the committee
- Professionally handle any complaints in line with CPSA corporate procedures.
- Act as a signatory authority on behalf of the committee
- Encourage corporate sponsorship of events throughout the shooting calendar, by engaging with organisations which complement the sport.
- Present trophies to winners of official County competitions
- Attend County Committee meetings regularly.
- Present all information pertinent to the County Committee to head office during Winding-Up procedures.

## **Vice Chairman**

- Act as Chairman in the absence of the appointed Chairman, taking up the responsibilities listed above as required
- Act as a signatory authority on behalf of the committee
- Attend County Committee meetings regularly to ensure that continuity can be maintained if they are expected to step in to act as Chairman.

## **Secretary**

- Act as a signatory authority on behalf of the committee
- Organise County Committee meetings in conjunction with the Chairman
- Record and publish minutes of meetings held – at committee and other managerial events
- Encourage timely responses from committee members to requests for information for inclusion within the CPSA PULL! Magazine, in line with publishing deadline requirements
- Professionally handle any complaints in line with CPSA corporate procedures.
- Encourage corporate sponsorship of events throughout the shooting calendar, by engaging with organisations which complement the sport.
- Maintain or organise the County Web Site
- Feedback input to the national CPSA web site regarding county members who are active nationally and internationally
- Act as a point of contact for public enquires and membership enrolment
- Present all information pertinent to the County Committee to Head Office as required.

## **Treasurer**

- Act as a signatory authority on behalf of the committee
- Be accountable for and control access to funds held on behalf of the committee
- Attend County Committee meetings regularly to ensure that impacts on county funds are not inappropriate
- Present all information pertinent to the County Committee accounts and holdings to the Regional Committee and/or CPSA Head Office as required.

## **Team Captains (if duly co-opted on to the Committee)**

- Form discipline dependant teams of members to represent the county at regional inter-county and national inter-county competitions
- Encourage sportsmanlike conduct at all times within the teams
- Organise and encourage team practice days at their given discipline
- Deliver information (and photographs where possible) to the Secretary for inclusion in the county column within PULL! Magazine on a timely basis.
- Attend County Committee meetings on a regular basis to ensure first hand feedback to members and disseminate any news pertinent to the smooth running and decision making processes of the committee.
- Escalate any issues which impact the teams or the sport to the County Officers for resolution

**PR Officer \***

- Generate and disseminate to appropriate local media press releases to announce and encourage public attendance at events throughout the year with guidance and input from the CPSA Communications Officer
- Provide support to clubs within the county to generate publicity for events and competitions, with support and input from the CPSA Communications Officer

**Development Officer \***

- Act as the focal point within the County for contact with the CPSA National Development Manager
- Assist with the local implementation of CPSA programmes and initiatives and identify appropriate local clubs, projects and other activities that would benefit the Association to the greatest effect
- Act as the local coordinator for the CPSA Inter-Club League competition, liaising with the appropriate staff at CPSA Head Office

**The CPSA acknowledge Paul Blackman's (Hertfordshire County Committee Secretary) help as the originator of this document and we jointly make it available to all County Committee's as a useful guide.**