

Metal Detecting Club Handbook



Metal Detecting Hobby Talk

<http://www.mdhtalk.org>

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Introduction

This Metal Detecting Club Handbook is a composition of nine MDHTALK.org articles written for and about metal detecting clubs. All of these individual articles can be found on the MDHTALK website and are downloadable. However, by putting the individual articles into one handbook, results in a one stop shopping experience for any new or developing club looking for a guide. This handbook is free to the metal detecting community and is in Adobe .PDF format which makes it downloadable for those who are interested in this material.

Here is the table of contents for the current Version. "E" version of the handbook.

- Why Should I Join or Start a Metal Detecting Club?
- Start a Metal Detecting Club
- Club's Volunteer Organization
- Club Meeting Agenda
- Constitution and Bylaws
- Club's Community Service
- Club Training Guide
- Volunteer Club Evidence Search Team
- Club Promotion
- Competition Hunt Preparation
- Competition Hunt Etiquette and Integrity
- Competition Event Update
- Club Auctions, Drawings and Raffles
- Club Liability Insurance
- Club's Coin Purchase Program
- Appendix A: Ethics for Responsible Metal Detecting
- Appendix B: Sample Waiver or Release Form
- Appendix C: Informal Permission Letter
- Appendix D: Informal Permission to Metal Detect on Private Property

To recap the handbook's content covers why to join a club, how to start a club and a good numbers of the articles centered on a club's charter and operation.

The plan is to add at least two to three more articles to the handbook during 2014 that will cover gaps in the current material. Future article may cover the following subject matter:

- Tax Exemption
- Monthly Show and Tell of Members Finds

The current version is forty-six pages and the expectation are that it would reach Sixty pages once completed. If you download the handbook you may want to check back in a couple of months for any updates and re-download the handbook.

Provide MDHTALK with some feedback on what you think of the handbook. [Email to](#)

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Article One

Why Should I Join or Start a Metal Detecting Club?

You may be recently retired and looking for a new hobby or you may be a long time detectorist. In either case you may want to consider joining a metal detecting club. Metal detecting is a hobby that can be enjoyed without being involved with other detectorist, however, much can be gained by being an active part of the detecting community. The new hobbyist may want to learn about the hobby while the long time detectorist can bring his detecting skill and knowledge to a club.

What are the reasons for joining or starting a club?

- 1) *Meet Other Detectorist.* Getting involved with a club provides the opportunity to meet others in the hobby. A club represents a place where one can develop new relationships and enjoy fellowship. Wpeople that have a common interest which is metal detecting.
- 2) *Learn the Necessary Skills.* If you are a newbie, joining a club can provide many opportunities to develop your metal detecting skill. Most clubs have training programs on how to pin point, recover targets and the proper methods and equipment to use for detecting different terrains. You may also be able to learn the skills needed to detect different types of targets such as: relics, gold, coins, jewelry, and how to detect fresh and salt water beaches.

If you are an old timer at detecting but have never joined a club, your contribution to the club could be in transferring your skill and knowledge to others. This can be done by providing talks on different aspects of metal detecting. There can be a great sense of self-satisfaction in helping others achieve their goals by sharing one's knowledge.

- 3) *Learn the Rules, Regulations and Ethics.* Most clubs have an excellent knowledge base on the rules and regulations governing metal detecting for their locality, the state and on national lands. This knowledge can be very helpful to any detectorist; thereby keeping the detectorist lawful while in the field. One will also be introduced to the Metal Detecting Code of Ethics and how it plays a part in daily detecting activities.
- 4) *Being a Member.* Clubs can be a key component of the metal detecting community by ensuring that the hobby is not made illegal in their community and that detecting remains a recreational hobby available to all who want to participate. The larger the membership, the greater the voice in promoting the hobby and the more creditability the club can generate in the community.
- 5) *Participate in Club Meeting.* Club meetings provide an opportunity once a month to get together with fellow detectorist to review finds, visit with friends, enjoy some refreshments and win some great coin prizes from the club raffle. Most all clubs have family memberships, thus the whole family can be part of the metal detecting adventure.

- 6) *Participate in Club Activities.* Activities within any club will usually be centered around the hobby. These activities take the form of competition hunts (annual and monthly). In these detecting events there will be many great prizes and large numbers of coin targets for the detectorist to find. Other activities in the club may be centered around guest speakers or a club member presenting a specific topic.

7) Community Citizenship. Many clubs are also involved in activities that are directed toward helping the community (i.e.: metal detecting camp for disabled children and supporting families in need).

Clubs also support many local and national historical archaeological digs which help in defining a communities past.

A club may have developed the capability to help others locate lost valuables or to help law enforcement on crime scene searches.

8) Volunteer Your Skills. Clubs provide an avenue to volunteer your skills either directly or indirectly. As a detectorist you may have strong interest in being part of the club's executive board (officer or committee volunteer chairperson). Or you may have website maintenance skills, writing skills, computer based knowledge, effective communication skill, or knowledge about other related hobbies that would be of great benefit to the club's membership.

9) Keep up to Date on Changes in the Hobby. Attending the club meeting is one way to keep abreast of the hobby. There is usually information available on new metal detector releases, new detector accessories (pin-pointers, recovery tools, headphones, etc) . Club meetings are also the catalyst for learning about other club events in the surrounding area and other states. The rules and regulation governing the hobby are constantly changing and being part of club will provide information on the latest challenges for the hobby.

10) Have Fun. Finally, joining a club, participating in their events, developing new relationships, being part of the club's meetings and learning more about the hobby can be a great avenue for having more fun.

- Club Meetings are Fun.
- Club Social Activities are Fun.
- Club Projects are Fun.
- Being of Service to the Club is Fun.

What to Look for in a Club. Any club under consideration should have many of the following attributes as part of their club's charter and activities. The more of these attributes that a club has the more interesting your experience will be as a member.

- | | |
|--|--|
| 1) Tax Exempt Status | 9) Finds Show and Tell |
| 2) Monthly Meetings (Meeting Agenda's) | 10) Monthly Coin Raffles |
| 3) Guest Speakers | 11) Family Involvement |
| 4) Newsletter | 12) Club Officers |
| 5) Website | 13) Annual Election Process |
| 6) Annual Competition Hunt | 14) Club Bylaws |
| 7) Monthly or Quarterly Hunts | 15) Lost Items and Recovery Team |
| 8) Training Programs | 16) Member Recognition |
| | 17) Club Member Reports |
| | 18) Club Outings and Special Events |
| | 19) Community Involvement Liaisons or Projects |
| | 20) A Large Club Member Volunteer Staff |

In Summary. Metal detecting is an adventure each time you go into the field. Being with others that are experts can make your detecting adventure even more rewarding not just for the finds but also with the enhanced fellowship and bonding. Metal detecting is a very exciting hobby and the next target may be the find of a life time.

Article Two

Start a Metal Detecting Club

How Does Someone Get a Metal Detecting Club Started?

If one search's the internet there are a number of sites that provide an article or outline on what and how to start a club. Rather than cover old ground, this article will try to look at a new approach to starting a club.

Today the internet is probably the most important tool that can be used to start a metal detecting club. More and more people are developing their capabilities to use email and various internet search tools to pursue their hobbies. This new found internet interest and capability are the attributes that need to be capitalized on in creating a metal detecting club.

Below are some internet networking tools that can be leveraged into developing a metal detecting club membership. More comments will be made on these social networking tools as the article progresses.

- 1) Create a Club Webpage
- 2) Setup a Meetup Webpage
- 3) Put notification of a New Club on Metal Detecting Forums (there are many)
- 4) Create a Club Facebook Page
- 5) Create a Club YouTube Video
- 6) Place Notification on Craigslist

The first action is to establish a club name (avoid using the words Treasure Hunting in the name, since it may involve a negative public image about the club), once the name is identified take the first letter of each word in the name to create the internet domain name. An example: (this web site's name is *Metal Detecting Hobby Talk* the domain name is: *mdhtalk.org*) in this case the last word or the site name is part of the domain name rather than just the first letter. Once you have identified the domain name there needs to be a domain name search to determine if the domain name is available to be acquired for the club. The Go Daddy web site is a good place to go for a domain name search.

The next step is to establish the metal detecting club's existence on the web and can be accomplished in a couple of ways. The first approach may be to create a metal detecting club webpage. After a brief time the various search engines will make the clubs webpage available for all to find and see on the web. A short and concise webpage with the club name, club location, (state, city, meeting place if there is one) and contact information (email and phone number) can rapidly bring members into the club. On the web page there must also be an explanation as to what the club will be all about.

There are many website hosting companies that offer low cost hosting services. To start a website the cost should be less than \$5.00 per month and the hosting company will have all the tools required to accomplish the task. Most hosting services provide templates to get started - just select a template that fits your need and replace the template's text with the club's information. Then publish the club web site to the internet.

Another approach to a club webpage is to use a social network tool called Meetup. This network tool will rapidly allow you to setup almost everything that could be put on a webpage plus more in some cases. Again, what is

important is to identify the club name, location, and meeting place. I suggest you pick a name & location to start the club off, contact information, purpose and objective. This social networking group software is not free but can be very effective in starting a club and drawing in potential new members. There are a couple Meetup examples listed in the attachment.

Another approach is to visit some of the metal detecting web based forums and putting information about your new club in one of the sub-forums. Some of the sub-forums are there for just that purpose. This may not be the best tool to use since your targeted community on a forum will be U.S. wide. Just the same there is significant interest in the hobby with many internet users daily visiting these forums so there is the chance that someone from your area may see the ad.

Many clubs in the U.S. are turning to Facebook to bring attention to their organization, to locate new members and to use as a communication tool with the current membership. To setup a Facebook page is pretty straight forward and there is no cost involved. Use a similar approach as outlined in the Meetup section.

Creating a short YouTube video about the club's existence can also be a way to identify new members. If this approach is used then the club name, city, and the state must be in the video title. The reason for this approach in the title is that if someone is doing a YouTube search on your location the video will be easily found with the search tool. Just type in "metal detecting clubs" in the YouTube search tool the result will provide many ideas for a video.

Craigslist is a very good way to make the general public aware of a new club. Find the Craigslist location for your area. Place an ad or notification in any of the Craigslist sections such as: Community groups, events or local news. Select the sub-group based on how it may be used in the local area.

Here are a few traditional things that can be used to enhance the membership search results.

- Consider placing an ad in the local newspaper. Usually there is one day a week when the newspaper will offer free or for a small fee notification about clubs and organization.
- Identify the local hobby businesses and ask to place a pamphlet or flyer in their business concerning the new club. This flyer should have the same information that has been placed on a website. The contact information is extremely important so a potential new member knows who to contact and where to go.
- Occasionally a local newspaper will do public interest articles and place them in the local news section. Contact the newspaper to find out if there is any interest to do such an article concerning a new metal detecting club in the area.
- The local radio station may have a human interest hour and the station might be willing to highlight the new metal detecting club on one of its programs.

The Next Step.

By using some of the suggested ways mentioned the assumption is that people with a similar interest have come forward and are interested in the new club. The next step is to hold the first meeting with the interested parties. The suggestion is that this meeting be very informal. The major objective of the first meeting should be to get to know one another. The way to accomplish this is to have each person wear a "stick on" name tag and fill out the sign in sheet before the start of the meeting. Start the meeting by having each person provide a self-introduction. The introduction should reveal some back ground information on themselves (do they metal detect, detector type, what skills might they have to support the club, etc). Once the introductions are over it is time to develop the direction of the club.

The first action: Is there enough interest in the group to develop the club further?

If the answer is yes, with member involvement set out to identify what the new club structure should be and how the membership would like the club to support the hobby. In future club meetings the more difficult action items and assignments can take place. Remember to keep the first meeting light and friendly and not overburden the new members with responsibilities and duties. The objective is to have fun and establish a rapport with the members.

Here are some first & second meeting topic suggestions:

- Identify and Elect Officials (President, Secretary, Treasurer and Vice President)
- Set future Meeting Dates
- Identify Future Meeting Place
- Establish Membership Dues
 - Is the Club to have Formal Name tags?
- Establish a Meeting Agenda
- Determine the Meeting Structure and Format (Informal or Format)
- Is the Club to:
 - have Bylaws?
 - be a Non-profit Organization?
 - have Monthly Show & Tell of Members Finds?
 - have a Monthly Coin and 50/50 Raffles to raise funds?
 - have Speakers from Related Hobbies?
 - have Meeting Refreshments?
- Identify Chairperson Positions if any?
- Identify an Outing Chairperson
 - Establish a Date & Place for the Clubs First Outing / Hunt
- Determined the Club Objective and Mission Statement
 - Is the Club Involved in the Community? (Evidence Search, Park Involvement, etc.)
 - Is the Club Involved in Local & National Metal Detecting Politics?
- Will the Club use the Internet (Website, Meetup, Social Tools, etc)

From this list the group can easily create the next steps for the club. Remember to keep advertising the club to identify more individuals with similar interest. Never lose sight of the need to have fun in the club and have different type of outings for the membership.

Attachment:

Other web pages on the Metal Detecting Hobby Talk site that Support this Article are:

Metal Detecting Club Bylaws: <http://www.mdhtalk.org/articles/bylaws/bylaws.htm>

Metal Detecting Ethics: <http://www.mdhtalk.org/ethics/ethics.htm>

Club Evidence Search Team: <http://www.mdhtalk.org/articles/evidence-search/club-evidence-search.htm>

Metal Detecting Organization Description: <http://www.mdhtalk.org/articles/club-organization/organization.htm>

Metal Detecting Club Promotion: <http://www.mdhtalk.org/articles/club-promotion/club-promotion.htm>

Club's Community Service: <http://www.mdhtalk.org/articles/community-service/community-service.htm>

Club Meeting Agenda: <http://www.mdhtalk.org/forms/agenda/agenda.htm>

This is a list of **Metal Detecting Forums** that should be able to support messages about a new metal detecting club. Many of the forums require a user name and password and I suggest using the same user name and password

for all of the forums you join and visit. These forums have many sub-forums specializing in very specific hobby related topics.

- Find's Treasure - 46 Sub-Forums <http://www.findmall.com/>
- Friendly Metal Detecting - 20 Sub-Forums <http://metaldetectingforum.com/>
- Treasure Depot - 43 Sub-Forums <http://www.thetreasuredepot.com/>
- Treasure Net - 113 Sub-Forums <http://forum.treasurenet.com/>
- Treasure Quest - 36 Sub-Forums <http://www.treasurequestxlt.com/community/>
- Treasure Spot - 29 Sub-Forums <http://www.mytreasurespot.com/main/index.php>

Social Internet Networking Tools

- Facebook <http://www.facebook.com/>
- YouTube Video <http://www.youtube.com/>
- Meetup <http://www.meetup.com/>
- Craigslist <http://www.craigslist.org/about/sites>

Web Site Hosting Companies

- Consumer Ranking of Hosting Sites @ <http://www.consumer-rankings.com/hosting/>

Low Cost Website Hosting Companies

- Ipage <http://www.ipage.com/ipage/index.html>
- Fat Cow <http://www.fatcow.com/>
- Just Host <http://www.justhost.com/>
- InMotion <http://www.inmotionhosting.com/>
- Host Gator <http://www.hostgator.com/>
- Go Daddy <http://www.godaddy.com/>
- StartLogic <http://www.startlogic.com/>
- Register.com <http://www.register.com/>

Article Three

Club's Volunteer Organization

A club's organizational structure is the heartbeat for the club's membership at large and it is entirely made up of volunteers. The elected officers must provide the leadership atmosphere to move the club forward in the fields of hobby education, legislation activity, community involvement, guest speakers and all the other interesting and important aspects of the hobby.

Metal detecting clubs vary greatly in size with some clubs having memberships well over a hundred and other clubs with membership of 20 to 100. This means that some clubs have more resources than others but the challenges for each club's leadership are much the same.

In the table below you will see some of the resources required for a club organization that must meet the needs of the club membership and the needs of the hobby. This list of appointee and volunteers should not be considered the only required club resources but a very good starting point.

Remember every one that holds a position in a club is a valuable volunteer who provides their time, skill and talents.

Elected Officers

President
Vice President
Secretary
Treasurer

Appointee or Volunteers

Community Liaison	Librarian
Curator	Manufacturers Rep.
Evidence Recovery Chairperson	Membership Chairperson
Fifty-Fifty Drawing	National Organization Liaison
Finds of the Month Chairperson	Newsletter Editor
Gold & Diamond Tester	Photographer
Historian	Program Director
Hospitality Chairperson	Raffle Chairperson
Hunt Master	Refreshments
Legislation Alliance	Web-site Editor

What are the roles and responsibilities of club officers and how should they execute those responsibilities?

- President and Vice President must set **aside their time** to provide the necessary leadership for the club. *Leadership* is getting members involved, delegating responsibilities, and requiring general meeting participation by all appointee and volunteers in their respective roles.

Leadership is not being the sole voice at the monthly general club meeting. *Now having said that*, I have witnessed clubs that do have a strong center leader, are very large and very productive. However, having many members involved in the club's activities builds organizational strength and centralism. In the future as new officers are needed for vacant positions these positions can be filled from the appointee / volunteer members who have already gained valuable experience in club matters.

Leadership is holding regularly scheduled agenda driven board meetings. The board meeting should include all of the elected, appointed and volunteer positions. The agenda should include a review of club projects, review of open business actions and a discussion about what new club issues or projects should be considered.

- The *Secretary* should keep detailed minutes of all board and general meeting for future reference and for board action.
- The *Treasurer* must handle all revenues and expenses, provide detailed monthly reports, year end summary analysis, handle all tax matters and provide the club with an analysis for managing membership dues.

Below is a brief definition on the role & responsibilities of each appointed or volunteer position.

- *Community Liaison*: person or persons who interface with public officials (Parks, Law Enforcement, News Outlets, etc) on the club's behalf.
- *Curator*: person responsible for acquiring club prizes for raffles & hunts.
- *Evidence Recovery*: person responsible for having a team in place to provide assistants to law enforcement.
- *50/50 Drawing*: an individual who handles this fund raiser for the club.
- *Finds of the Month Chairperson*: an individual who manages the club's show and tell portion of the meeting.
- *Diamond & Gold Tester*: an individual who has the expertise & tools to evaluate gold & diamonds for members.
- *Historian*: an individual who records important event information for future club milestone celebrations.
- *Hospitality Chairperson*: a individual who greets visitors at club meetings, handles introductions and does follow-up with visitors after the meeting.
- *Hunt Master*: individual responsible for all the club's planted & unplanted hunts.
- *Legislation Liaison*: an individual that informs the club about any legislation issues either national, state, or at the local level and **recommends a form of action for the club**.
- *Librarian*: provides storage and displays & signs out the club's books and videos.
- *Manufacturers Representative*: interfaces with equipment mfr. and keeps the members informed of new offerings.
- *Membership Chairperson*: handles membership registration.
- *National Organization Liaison*: contact between the club and a national hobby association.
- *Newsletter Editor*: generates & distributes the club monthly newsletter.
- *Photographer*: records clubs activities by taking photos for the newsletter editor and web-site editor.
- *Program Director*: coordinates all club programs (raffles, drawings, hunts), develops speaker programs and works with other appointees & volunteers on special club programs.
- *Raffle Chairperson*: handles all aspects of the club raffle.
- *Refreshments*: provides refreshments at club meetings.
- *Web-site Editor*: designs and maintains the club web-site.

What should your take away be after reading this article? First of all officers and others support members in the club are *volunteers*. The club volunteers and specifically *club officers* must provide leadership so that the club will move forward and that members feel good and are excited about going to their monthly meetings.

Article Four

Club Meeting Agenda

This template is a suggested general meeting agenda for metal detecting and prospecting clubs. The agenda template also includes some definitions and responsibilities for portions of the agenda.

Welcome from the President (The president should provide meeting leadership by requiring the club's various volunteers and membership to be involved in the meetings content.)

- Presidents Message (Update on the hobby in the local area.)
- CLUB'S Board Meeting Results (Clubs should have a monthly board meeting.)
- Special Announcements & Board Introductions
- Birthdays this Month (Members birthdays)

Visitor Introduction (Have each visitor present themselves to the club.)

- Visitor Drawing (Each visitor should be given a number or ticket for the drawing.)

New Member Introduction (Have each new member present themselves to the club)

Ice Breaker (Optional Joke, this joke should rotate between the board members.)

Secretaries Report (Recaps the previous monthly meeting minutes and asks for corrections.)

Treasure Report (Provide the membership with monthly financials and how the club is doing against its budget.)

Vice- Presidents Message

- Report on Monthly Raffle Items

Membership Report (Chairperson Handles Membership Registration.)

- Membership Drawing

Hunt Master Report (Individual Responsible for all of the Club's Planted & Unplanted Hunts.)

Committee / Chairperson Reports (This is a suggested list of Committees and Chairpersons that may be part of any club. If these or other positions exist in your club the spokes person for a specific function should be required to get in front of the membership and provide a report each month.)

- Community Liaison: person or persons who interface with public officials (Parks, Law Enforcement, News Outlets, etc) on the club's behalf.
- Curator: person responsible for acquiring club prizes for raffles & hunts.

- Evidence Recovery: person responsible for having a team in place to provide assistants to law enforcement.
- Diamond & Gold Tester: an individual who has the expertise & tools to evaluate gold & diamonds for members.
- Historian: an individual who records important event information for future club milestone celebrations.
- Hospitality Chairperson: an individual who greets visitors at club meetings, handles introductions and does follow-up with visitors after the meeting.
- Legislation Liaison: an individual that informs the club about any legislation issues either national, state, or at the local level and recommends a form of action for the club.
- Librarian: provides storage and displays & signs out the club's books and videos.
- Manufacturers Representative: interfaces with equipment manufactures and keeps the members informed of new detector offerings.
- National Organization Liaison: contact between club and national hobby associations.
- Newsletter Editor: generates & distributes the club monthly newsletter.
- Photographer: records clubs activities by taking photos for the newsletter editor and web-site editor.
- Program Director: coordinates all club programs (raffles, drawings, hunts), develops speaker programs and works with other appointees & volunteers on special club programs.
- Refreshments: provides refreshments at club meetings.
- Web-site Editor: designs and maintains the club web-site.

Individual Member Reports (Individual members may have knowledge about related hobbies that may be of interest to the membership)

Review of Old Business (Previous Meeting's New Business)

New Business (New Topics and Discussion)

- Review Board Meeting Actions
- Ask for Topics or Issues from the Membership and Board Members
- Review Committee Reports for Actions

Finds of the Month (Show and Tell)

- Finds of the Month Chairperson: The chairperson should take charge of the Show & Tell portion of the meeting and have each member get up in front of the membership and explain their finds.
- Provides a process for awarding the best finds each month for Coin, Jewelry, Relic, etc.

Break (15 minutes)

Special Events

- Guest Speaker (No longer than ½ hour)
- Training Session (May be at the meeting's end)

Monthly Raffle (Raffle Chairperson handles all aspects of the club raffle.)

- Coin Raffle
- 50/50 Drawing

Adjourn Meeting (Recap of important issues before adjournment)

Article Five

Constitution and Bylaws

ARTICLE I: Name

The name of this non-profit corporation, hereafter referred to as the club, shall be the _____ . The club was founded in Month & Year and incorporated in the State of _____ in Month and Year .

Article II: Objective and Purpose

The purpose of this club shall be to:

- 1- preserve the hobby of metal detecting;
- 2- encourage members to work responsibly within the code of metal detecting conduct (ethic);
- 3- foster a spirit of co-operation between museums, archaeologists, and historical research societies;
- 4- provide training to new non-experienced members;
- 5- promote and encourage the hobby of recreational metal detecting;
- 6- provide members with a wide range of hobby related activities;
- 7- provide monthly meeting for all members;
- 8- be of service to the community, including law enforcement agencies and historical societies;
- 9- lobby for or against any pending legislation that would affect our hobby; and
- 10- preserve our national heritage and protect our environment.

ARTICLE III: Membership and Dues

(There may be three (3) types of club membership.)

1) Individual membership shall be available to any person with interest in the objective and purpose as stated in these by-laws. Membership is open to anyone 18 years or older. Anyone under the age of 18 may be granted membership under the family membership. All family members under the age of 18 must be accompanied by an adult member at all club functions.

2) Family membership shall be available to any person and his/her family interested in the objective and purpose as stated in these by-laws.

3) Honorary membership may be awarded to any individual for outstanding service or assistance to the club. Honorary members shall have all rights and privileges of members except the right to vote. Honorary membership shall be exempt from payment of dues. Honorary memberships are awarded according to non-nation and should be elected by majority of members present.

A. Membership is established by payment of dues. Annual dues for memberships shall be determined by the club Officers and voted on by the membership at the annual meeting.

B. Dues are for the calendar year and shall be at such a rate as established by vote of membership. Renewal of dues by current members shall be completed by December 31st for the next full calendar year. There will be no grace period. Annual dues shall be applied to each year beginning with January 1st and ending with December 31st.

C. New members joining during the first three quarters of the year shall pay dues in full for that year. New members joining during the last quarter of the year shall pay dues prorated for that quarter plus full dues for the following year.

D. All members are encouraged to serve on committees and should conduct themselves in a responsible and respectable manner.

ARTICLE IV: Duties of Officers

A. The officers of the _____ club shall be:

1) a President;

The President and must set *aside his time* to provide the necessary leadership for club meetings. *Leadership* is getting members involved, delegating responsibilities, and requiring general meeting participation by all appointees and volunteers in their respective roles.

2) a Vice President;

The Vice President will conduct the club meeting in the absences of the President and will take responsibility for tasks assigned by the President. The Vice President shall assist committees in the carrying out of their functions and shall coordinate the monthly program/speaker for the club meetings.

3) a Secretary;

The Secretary should keep detailed minutes of all board and general meeting for future reference and for board action. The Secretary shall have the power to organize and manage a telephone notifying committee, review all Club correspondence, coordinate responses as needed and maintain a file of Club correspondence.

4) a Treasurer.

The Treasurer must handle all revenues and expenses, provide detailed monthly reports, year end summary analysis, handle all tax matters and provide the club with an analysis for managing membership dues. The Treasurer or President shall write and sign all checks.

B. At the regular meeting held in October a Nominating committee of three (3) members shall be appointed by the President. It shall be the duty of this committee to nominate candidates for the offices to be filled at the Club meeting in December. Nominations are to be announced at the November meeting with additional nominations accepted from the floor. All names placed in nomination must have prior approval from the nominee as to willingness to serve.

C. The officers shall be elected by (ballot, voice or show of hands) to serve for no greater than two years and their term of office shall begin at the close of the December meeting at which they are elected. If only one eligible candidate has consented to serve that candidate shall be elected by acclamation. Two of the four officers should be elected each year i.e. (President & Treasurer one year, Vice President & Secretary the next year).

D. No member shall hold more than one elected office at a time.

E. After holding a one year club membership, any individual with a paid membership shall be eligible to run for any elective position.

F. Should a position become vacant during the year, the membership shall be notified in writing that there will be special election at the next general membership meeting to elect and fill the vacant position. A simple majority vote from the members in attendance at an election meeting shall elect that nominee to office.

ARTICLE V: Meetings

A. The regular meeting of the _____ club shall be held on the _____ (day) of each month from January to December inclusive unless otherwise ordered by the club.

B. The regular meeting on the (1st, 2nd, 3rd, or 4th) _____ (day of the week) in October shall be known as the annual meeting and shall be for the purpose of selecting the committee to nominate candidates, determine the membership fee, receive reports of officers and committee chairpersons, and for any other annual business that may arise.

C. A minimum of thirty-five percent (35%) of the members present at a meeting shall constitute a quorum. This is based on the assumption that all the officers are present plus thirty-five percent (35%) paid membership.

ARTICLE VI: Executive Board

A. The officers of the _____ club shall constitute the Executive Board.

B. The elected officers of the club shall be president, vice president, secretary and treasurer. This constitutes the board of directors. The preceding board of directors (president, vice president, secretary and treasurer) shall be honorary members of the board of directors for one year. The board may invite select committee chairpersons or volunteers to a board meeting; however, they will have no voting powers.

C. The Executive Board shall have general supervision responsibility of the club affairs between its business meetings, make recommendations to the club, and shall perform such other duties as specified in these bylaws. The Board shall be subjected to orders of the club, and none of its act shall conflict with action taken by the club.

D. Unless otherwise ordered by the Board, there will be regular monthly meetings during the calendar year. Special meetings of the Board may be called by the President or can be called: upon the written request of three member of the Board.

ARTICLE VII: Committees and Volunteers

Note: The club will meet to determine the number of committees it would need to function during the calendar year. Usually there are two types of committees:

A. Standing - committees that would function on a yearly basis and year to year, and

B. Ad hoc - committees that would function for one (1 or 2) meetings and disband after the function is completed.

The Standing Committee and Volunteer list.

1) Community Liaison: person or persons who interface with public officials (Parks, Law Enforcement, News Outlets, etc) on the club's behalf;

- 2) Curator: person responsible for acquiring club prizes for raffle & hunts;
- 3) Evidence Recovery: person responsible for having a team in place to provide assistants to law enforcement;
- 4) Historian: an individual who archives important event information for future club milestone celebrations;
- 5) Hospitality Chairperson: a individual who greets visitors at club meeting, handles introductions and does follow-up with visitors after the meeting;
- 6) Hunt Master: individual responsible for all the club's planted & unplanted hunts;
- 7) Legislation Liaison: an individual that informs the club about any legislation issue either national, state, or at the local level and recommends a form of action for the club;
- 8) Librarian: provides storage and displays & signs out the club's books and videos;
- 9) Manufacturers Representative: interfaces with equipment mfr. and keeps the members informed of new offerings;
- 10) Membership Chairperson: handles membership registration;
- 12) National Organization Liaison: contact to & from a national hobby association;
- 13) Newsletter Editor: generates & distributes the club monthly newsletter;
- 14) Photographer: records clubs activities by taking photos for the newsletter editor and web-site editor;
- 15) Program Director: coordinates all club programs (raffles, drawings, hunts), develops speaker programs and works with other appointees & volunteers on special club programs;
- 16) Raffle Chairperson: handles all aspects of the club raffle;
- 17) Refreshments: provides the club's meeting refreshments;
- 18) Web-site Editor: designs and maintains the club web-site;
- 19) Finds of the Month Chairperson: an individual who manages the club's show and tell portion of the meeting; and
- 20) Diamond & Gold Tester: an individual who has the expertise & tools to evaluate gold & diamonds for members.

ARTICLE VIII: Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the _____ club in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the club may adopt.

The order of business for meetings:

- 1) Introduction of Officers and Chairpersons;
- 2) Introduction of guests;
- 3) Reading of minutes;
- 4) Treasurer's report;
- 5) Committee Chairperson and Volunteer reports
- 6) Unfinished and old business;
- 7) New business;
- 8) Show and Tell;
- 9) Meeting break;
- 10) Speaker or Program;
- 11) Coin raffle; and
- 12) Adjourn meeting.

ARTICLE IX: Dissolution

A. The club may be dissolved only by a majority vote of the membership at a scheduled meeting after all members have been notified in writing of this intent including proposed disposal of assets.

B. In event of dissolution of the club, the club’s assets shall be disposed of to a charitable organization in accordance with the wishes of the majority of the membership and the laws of the state of _____ relating to incorporated non-profit organizations.

ARTICLE X: Club Liability

A. While Club officers shall attempt to point out some hazards of various outings, it shall be a foregone conclusion that all dangers cannot be foreseen and therefore each member shall assume the responsibility for known and unknown dangers for himself, his family and his property.

B. In case of loss or injury of any kind to any member or his / her family while at a club meeting, field trip, or any other event involving the club said member agrees NOT to hold the club responsible in any way.

C. All members must be responsible for the well being and safety of their own persons and property.

D. Members with children shall be fully responsible for their safety and well being.

ARTICLE XI: Amendment of Bylaws

A. Any member desiring to amend the by-laws shall present in writing the proposed change(s) at a regular scheduled meeting.

B. All members must be notified in writing of the proposed change(s) and the date of voting relating to the change(s).

C. The bylaws may be amended at any regular meeting of the club by a two-third (2/3) vote of the members present, provided that the amendment has been submitted in writing at the previous regular meeting.

Approving Signatures

_____ Date _____

Club Vice President Date _____

Club Secretary Date _____

Treasurer Date _____

Founding Date _____ Adopted Date _____

Revision Date: _____

Revision Date: _____

Article Six

Club's Community Service

Most metal detecting clubs are internally focused, meaning that all the club activities are geared towards the club's membership. This aligns with a club's main objective which is to provide a meeting environment that supports the club's mission with activities to gain new membership and generate member participation. However, a club is part of a community (city, county, state) and the membership may want to achieve greater community recognition by taking responsibility for some type of community service project.

The traditional way a club has contributed to the community is to offer a couple of services. These services revolve around assisting local law enforcement authorities by searching for crime scene evidence at a specific crime investigation. Another service that is offered to the public is to locate a lost item for people who have lost a piece of jewelry or some other very important item.

A major reason for a club to assume a boarder community involvement is to capitalize on the members' broad range of skills, talents, capabilities and interest. By choosing to become more involved in the community the club can identify opportunities that may best leverage the members' capabilities.

Once a club's members have become involved in a community service project the opportunity exist for the club to leverage this community action into strengthening the public opinion of the club. Every effort should be made to gain recognition though a local newspaper, radio or TV station. The club should also advertize its community service projects on their website and monthly newsletter.

Money is always an issue for any club activity and some community service projects may take funds away from the club treasury. One way to raise additional funds is ask the members to donate part of their finds each month. This could take the form of donating all pennies & nickels recovered and assign these funds to a special community services account. At the end of the year the club could provide membership recognition by presentation the top donors with a Certificate of Appreciation.

Here is a list of club community service examples practiced by a number of hobby related clubs across the U.S.

[Amarillo Prospectors & Treasure Hunters Association](#)

[Dayton Diggers](#) This club Adopt A Highway trash removal program. The results are that they get a sign placed on the interstate displaying their club's name.

[Eureka! Treasure Hunter's Club](#) The Eureka club has four community service programs. They are:

- Trash Metal and Heavy Metal Recovery
- Historical Artifact Recovery
- Physical Evidence Recovery Team
- Lost Item Recovery for the Public

[Michigan Treasure Hunters](#) This club supports two community service projects:

- Charity "Toys For Tots" run by the U.S. MARINE CORPS.
- National Kidney Foundation of Michigan

[Mother Lode Goldhounds](#) The Goldhounds adopted a community 16 years ago in the gold country of the Sierra Mountains. At Christmas time the Goldhounds provide food, gifts and gift certificates that are shared by the residences of this small isolated community.



[Mt. Diablo Metal Detecting Club](#) This club for 17 years has offered support to a blind camp. This involves going to the camp to provide a metal detecting experience for the blind camp participants. All are assisted by a club member during the detecting activity; they get to keep everything found and at the end of the hunt can pick a nice prize from the gift table. The typical number of participants is 40 with about 8-10 club members providing individual assistance to each participant.

Author's Comment: I had the opportunity in 2010 to be part of the Mt. Diablo Club Blind Camp Event and witnessed firsthand the excitement of the children and adults during their metal detecting experience. The camp staff was also very appreciative of the club's

dedication in providing the metal detecting experience to the camp.

[Old North State Detectorists](#) This club has received three Letters of Commendation for Historical Site Preservation.



[Texas Council of Treasure Clubs, Inc.](#) The council supports the Texas Lions Camp for Disabled Children. Foreign coins are hidden for them to find with metal detectors. They learn there is an outdoor recreational hobby they can enjoy even with their disabilities. Working with the children is great and a life changing experience!

[Three Forks Treasure Hunters Club](#) in conjunction with the Indian [Territory Treasure Hunting Club](#), the Eastern Oklahoma Cemetery Preservation Organization and the Oklahoma Cemetery Preservation Association has been working on cleaning up and preserving the historic Old Cemetery North of Muskogee.

[Western Colorado Chapter of GPAA](#) The club sponsors a week at Camp Wapiyapi for at least one child per year. The club accomplishes this worthwhile endeavor by holding fund raisers.

In summary: Each of the club's listed in the examples above have their community service projects highlighted on their website and in many cases also in their newsletter. This type of community service can become a valuable asset for the club should the club ever need to work with public authorities about any metal detecting issue. The recommendation is to discuss this topic in your club and give priority to a community service project. There are many other types of projects in which a club could participate; these examples are just a short list of opportunities that are out there to consider.

Article Seven

Club Training Guide

A metal detecting club's mission is to have elected officers and volunteer staff, grow its membership, hold a monthly meeting, establish an annual event, and create a fun and positive atmosphere for its members.

An additional important responsibility that is often overlooked is the training and education of its membership. This education and training should be directed toward how to practice the hobby legally, in a non-destructive manner and on proper use of metal detectors. This article will highlight a few of the training programs that a club should consider and offer to its membership.

A metal detecting training program that is offered by a club in the "Dos and Don'ts" of the hobby displays a strong commitment to the local community. A trained membership knowing the where, how and why attributes of the hobby will keep the hobby in the good graces of the local recreation department and private land owners.

Resources for membership training can usually come from the membership itself. Some club members have been practicing the hobby for sometime and have an extensive knowledge base of information. These members are a good source for the club's training program and leadership. Every effort should be made to document any training program for future use. One easy way to document any training program is to create a video of the training event and / or document the training event in a power point presentation.

A club that is involved in any structured training programs should keep an active record of who has completed the training and what type of training was completed. This could be done by simply creating an Excel spreadsheet with each member's name and a column for each type of training. A check in the column under a specific training program logged to the member's name would provide for a great tracking tool. This tool could be of great benefit if a club needed to address an issue with a local recreation department, city authorities or even a private land owner. The tool would provide evidence that the club is proactive in community stewardship by training its members in how the hobby should be practiced.

Training can be in many forms.

Self-Help Program. Clubs should offer a short class on self-help to all detectorists that join the club or any detectorist that purchases a new detector. There should be one or two club members assigned to this program who are well versed in detector operations and that can navigate the web for information. The self-help leaders can provide the necessary re-enforcement to all detectorists to complete the five steps below or some similar designed program.

Manual. Self-help training is becoming familiar with your detector's operation and adjustments. This can be accomplished by reading the manufacturer's user manual. While reading the manual have your detector in hand and operational so that you can actually perform the adjustments as you read about them in the manual. This will provide you with a sense as to where the adjustments are and how the adjustments are made and what they can actually do for you. Hint: Most detector control electronics work without a coil attached, so using a detector in this mode can be a very valuable educational tool. By disconnecting the coil there will be no coil performance noise that can cause a distraction.

Videos. The next self-help step is go to the manufacture's website and view the manufacture's video for the detector that you have purchased. Again, view this vides with your detector in your hand so that you can actually perform the video narrator's actions as they go though the various detector adjustments.

YouTube. Once the detector's user manual has been read at least once and the manufacture's videos have been reviewed the next step in self-help is to go to the YouTube website. Perform a YouTube search for videos that other detectorist have posted about your specific detector. These videos can be very helpful especially if the narrator of the YouTube video provided adjustment information with his video.

How-To Websites. There are many metal detecting websites designed by individual detectorist that offer articles and helpful steps and hints on how-to start metal detecting. Metal detecting club websites may also offer useful information on how to approach certain situations and even training programs. Viewing these websites can be a very informative approach to your self-help training program.

Practice. The last self-help step is to practice, practice, practice what you have read, seem on videos and found on how-to websites. Take this learned information and your detector into the back yard and start your adventure by practicing how to setup and use your detector. To practice you may need to actually plant targets in the ground, find the targets and retrieve them. Continue to practice till you become very confidence in your detector's performance by setting up many different detector adjustment situations to see how different adjustments can impact your detector's performance.

Self Help Recap:

- *Read and study the manufacture's manual.*
- *Review the manufacture's detector videos.*
- *Search for videos on YouTube for your detector.*
- *Search the web for how-to websites offered by individual detectorist and clubs.*
- *Practice.*

Certification Program. There is a Power Point presentation on the MDHTALK website that clubs should consider. This program is divided into the three parts (MD 101, MD 102 and MD 103.) Each section builds upon the previous section. It takes about five to six hour with some field time to go though the three sections in a classroom environment.

- *Certification Program.*
 -- <http://www.mdhtalk.org/articles/certification-program/MD-101-color.pdf>
 -- <http://www.mdhtalk.org/articles/certification-program/MD-102-color.pdf>
 -- <http://www.mdhtalk.org/articles/certification-program/MD-103-color.pdf>

Classroom Instruction and Field Training. One extremely important type of training that must be part of any club's program is to provide detailed training and follow-up training on target pin-pointing and target recovery.

- *Target Pin-pointing and Recovery.* Clubs must offer a training class on how to recover target from the turf this needs be a very high priority for any club. This is very important since improper recovery of a target can be very destructive. This class should have some classroom time and then several session in the field by practicing on target recovery. This training program must be a requirement for all members and for it to be successful there needs to be a program leader.

Specific Detector Training. This type of training should have a detecting buddy assigned to the individual. This detecting buddy can be counted on to provide help as needed by the detectorist. There are many times that a new or old member would like some specific training on a recently purchased new detector model. First, the member should be required to complete the self-help program outlined at the beginning of this article. Once the individual has taken the responsibility to do the self-help program and completed it, the club member detecting buddy can

now provide the final assistance. The final phase of training is to go into the field with the individual and provide the necessary assistance required.

Classroom Education. Metal detecting clubs need to step-up to the plate and start to take a much more active role in developing subject matter for classroom education. This type of training may have a direct impact on a metal detectorist ability to perform better in the field and this educational training can also aid in the community's perception of the hobby.

Law. All club members should be required to attend a class or classes on laws that impact metal detecting.

Local Law. The classes on local law must cover local municipal code, county regulation and school site rules that either directly prohibits metal detecting or may indirectly impact metal detecting by imposing rules that would effect target recovery on public grounds. There should also be a good amount of discussion concerning private lands and cemeteries.

State Laws. A class on state law must cover regulations dealing with state parks, state historical sties and places, archaeology sites, Indian burial grounds and Indian sites in general.

National Laws. The class on national law should cover the following acts with handout for each class participant. The class should also cover National Moments, Nation Parks and Recreational Areas, National Forest, Bureau of Reclamation and the U.S. Corp of Engineers regulations.

- 1906 [American Antiquities Act](#)
- 1966 [National Historic Preservation Act As amended through 2000](#)
- 1979 [Archaeological Resources Protection Act](#)
- 1990 [Native American Graves Protection and Repatriation Act](#)

Ethics and Permissions. With any class there should be time spent on metal detecting ethics and how to gain permission to metal detect private lands and in a few cases permission for public lands.

Law Recap: See This MDHTALK Article <http://www.mdhtalk.org/articles/legal-to-detect/legal-to-detect.htm>

- *Local Laws.*
- *State Laws.*
- *National Laws.*
- *Ethics and Permission.*

Other Important Educational Club Training Programs. There are other training programs that can be offered by any club. Below you will find a short list of topics. The training programs in this list have support material on the MDHTALK website. Each of these programs will build the creditability, expertise and strengthen its club members.

- *Archaeology Methods & Recovery.* <http://www.mdhtalk.org/tutorials/archaeology-bc/amdc-ss-color.pdf>
- *Beach Detecting.* <http://www.mdhtalk.org/tutorials/beaches/metal-detecting-beaches-color.pdf>
- *Competition Detecting.* <http://www.mdhtalk.org/ethics/competition-hunt-etiquette.htm>
- *Coil Selection.* <http://www.mdhtalk.org/tutorials/coils/md-searchcoils-color.pdf>
- *Detector Discrimination.* <http://www.mdhtalk.org/tutorials/discrimination/md-discrimination-101-color.pdf>
- *Evidence Recovery.* <http://www.mdhtalk.org/articles/evidence-search/evidence-search-training-course-web-color.pdf>

Summary. In this day and age clubs need to take responsibility for a trained membership. Training requires a commitment of the club officers and members must volunteer to help and develop the various training programs. How the training is done is not as important as getting it done and documenting who has completed the training. Training on how to practice metal detecting can directly effect the competence of the detectorist and in the long term will strengthen the club in the eyes of the community.

Article Eight

Volunteer Club Evidence Search Team

This article is about creating and promoting a Volunteer Metal Detecting Evidence Search assistance team for law enforcement. There are law enforcement organizations (Police Departments, Sheriff Departments, State Agencies, Park Rangers, etc.) that from time-to-time need help from people who know how to operate / use metal detectors in the search for evidence. This is a great opportunity by which metal detecting clubs can achieve public service recognition that may be leveraged towards other community endeavors.

The article will cover four main areas associated with searching for evidence:

- **Establishing a Volunteer Club Evidence Search Team**
- **Search Patterns, Techniques and Responsibilities**
- **Evidence Handling**
- **Court Appearance**

Establishing a Volunteer Search Team. The very first thing a club needs to do is select an evidence search team leader to head up the effort. The person should have a strong interest in this type of activity since they will be the primary contact between law enforcement agencies and the club. The club team leader will also be responsible for the development and implementation of the evidence search process that will be used by the club's volunteer search team.

The Volunteer Evidence Team Leader's Responsibilities:

- ✓ is the contact between the law enforcement agency and the club
- ✓ contacts search members (detectorist) and relays date, time and place of search
- ✓ get the clubs search equipment kit together (flags, tape measure, water, first aid kit)
- ✓ at the scene, lays out the search pattern with help from team members
- ✓ assigns detectorist to the grid quadrants or search lanes
- ✓ coordinates or provides final instructions to search team
- ✓ provides flags to mark potential targets to be investigated (*never place flag directly on target*)
- ✓ performs follow-up with detectorist while search is in progress
- ✓ documents the necessary information on the work sheet for future retrospect and possible court appearance

Once the team leader has been selected the following steps should be taken:

- *contact* and discuss the idea with your local law enforcement agencies
- *identify* club volunteers and establish a contact list for the evidence search team
- *create a wavier or release form that* each team member must sign that releases the club from all liabilities
- *develop* a training program and identify search methods
- *identify tools* required for a tool kit that will be used by the search team members
- *practice* the selected search methods with the club search team
- *team* members responsibilities
- *promote* your final plan to law enforcement agencies

- **update** the plan / contact list quarterly and have the team leader report on activities at club meetings,
- **conduct** follow-up training sessions each quarter

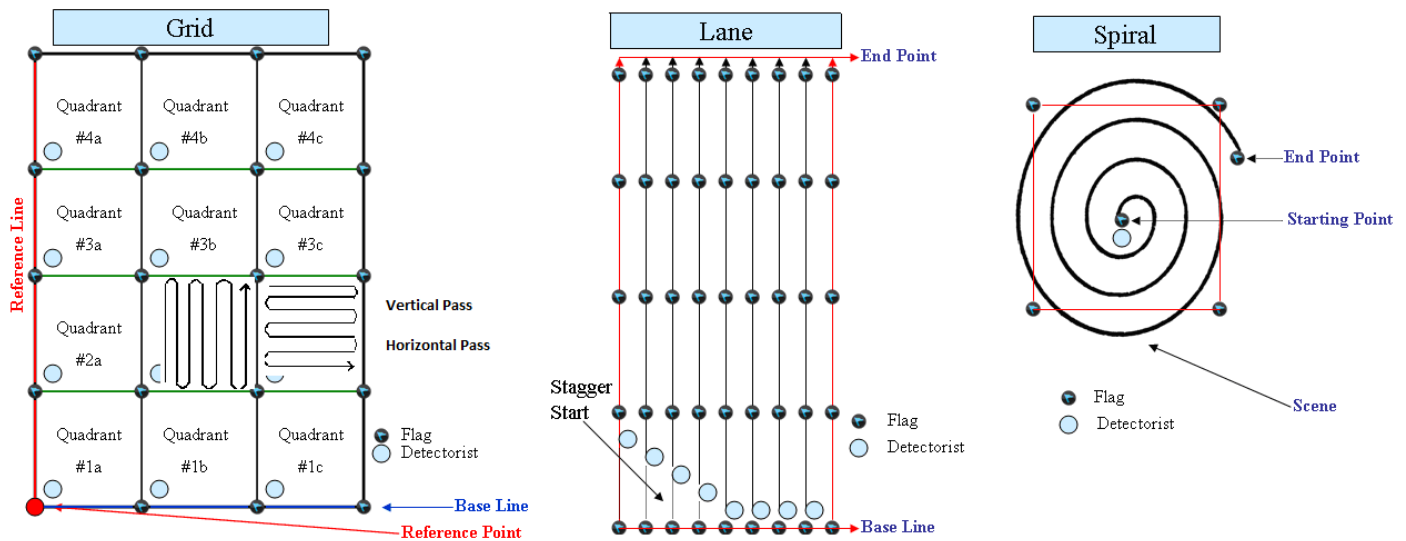
Contact. The first item *contact* your local law enforcement agency. A good idea would be to develop a preliminary outline as to what your club can provide when called upon to assist in using metal detectors for an evidence search project. In your preliminary outline take a look at how many searchers you may have available and what the club’s reaction time for a request to assist would be. Make sure your law enforcement contact is involved in criminal matters and explore the club’s idea with them to get their reaction. Gather their thoughts on the subject, their level of interest and who the agency contact will be in the future. If you note a good degree of interest from the various agencies proceed to the next step.

Identify. A very important next step in the club’s evidence recovery assistances plan is to *identify* club members that are interested in this public service. These members should have their own equipment, be familiar with target identification and be available on short notice. The list should be divided into three sections:

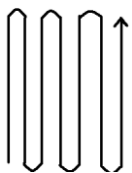
- those that can be available on very short notice (at least six persons)
- those that can be available to help but can not commit to short notice or a specific time period
- identify members capable of performing water searches
- develop a club release or **waiver form** (see PDF attachment for form) for each volunteer to sign

Develop the training program.

1) Identify the most used metal detecting evidence search methods and techniques. Review the three patterns below.



The **Grid Search Pattern** is probably the most common pattern to use while using metal detectors to search for evidence. This pattern should provide for complete coverage of any given search area. Metal detectorist are assigned a search quadrant in the grid. Dimensions of the grid & quadrants can vary based on the search area size that needs to be covered.



This overlap search technique should be used to search each of the quadrants of the grid. The benefits are that each pass overlaps on the previous pass, leaving no undetected ground. Each detectorist must start in same quadrant location on the grid to minimize detector interference. To locate very small objects (i.e.: slugs) may require TWO passes in the same quadrant to ensure a thorough search. One pass in the vertical mode and the other pass in the horizontal mode (see

examples in the above figure). Always overlap the search coil on each sweep of the coil.

The **Lane Search Pattern** requires that lanes be set up across the area to be searched. This pattern may be used where the search area is very long in length. The lanes should be set as wide as the detectorist coil swing and the detectorist must always overlap the search coil on each sweep of the coil. Each lane is to be assigned to one detectorist. The detectorist must start in a stagger fashion to minimize detector interference. Lanes should be clearly marked with Flags as to avoid missing any portion of the lane. It may be useful to outline the search area with crime scene tape. This will clearly establish the boundaries of the Lane Pattern Search Area.

The **Spiral Search Pattern** is used mostly when conducting a search for objects in a small concentrated outdoor area. When using this method, the search detectorist will start at a designated central point of the scene and follow a spiral course outward from the central area until the perimeter is reached. The search area must be larger to cover the complete scene area since the search pattern is circular. Usually only one detectorist does the spiral search pattern and again coil sweep overlap is essential.

- 2) All evidence search team members should be trained in proper search methods (i.e.: detector swing speed, ground coverage or overlap, coil height, and detector setup.)
- 3) Create a set of worksheets for the team leader and search members to document their evidence search results. These notes are for possible future court appearances. (see PDF attachment for sample)
- 4) The recommended search method to use is a grid search pattern. Each club member should be assigned to a specific grid quadrant and reassigned once their quadrant of the grid has been searched
reassignment takes place until the object is located.
- 5) **Tools.** It is also recommend that you go to a home supply store and purchase 150-200 colored Flags to outline / setup the search grid. Use the flags to highlight the grid quadrants on the ground being searched by using colored flag for each column and row. Other tools that maybe required are: tape measure, different color flags to identify possible located targets that will need to be research by the evidence recovery law enforcement staff.
- 6) The grid should be documented on paper with each searchers name and where the evidence or item was found. This may become important later if the data is required during a court proceeding.
- 7) The target recovery method to be used should be discussed before the search starts so as not to damage the evidence upon recovery. If the detectorist is to recovery the targeted item; the use of plastic tools and gloves would be required. Do not handle the evidence directly. Before you start also give consideration to having a similar sample of the evidence available so that members may calibrate / check their metal detector against the sample. (*In most cases the detectorist will not recovery any targets.*)
- 8) There should always be a law enforcement contact on site during any recovery assistance operation and follow their direction / input on recovery instructions.
- 9) Get a law enforcement agency to be part of the training course they can provide training and instruction on evidence handling and court appearances. (VERY INPORTANT)

Once the method for searching has been selected, the club's volunteer search team needs to **practice**. Plant objects such as bullets, shell casing and other small objects in the grid. Assign searchers to the grid quadrants and began the practice session. Continue the practice session until each member has found the assigned objects in their quadrant of the grid. Use different objects for each practice search. **Practice, Practice, Practice.**

Team Member Responsibilities:

- ✓ bring one or two discriminating detectors (if it's a water search, the detector must be waterproof) bring water and food for at least six to eight hours of search time
- ✓ dress according to time of year and terrain to be searched (coats, boots, gloves, etc)
- ✓ use headphones and bring spare batteries

- ✓ use the proper coil size which will depend on target size to be located and how trashy the area
- ✓ do not dig or use manual pin point tools like screw drivers, etc at a search scene (*evidence to be recovered and removed by law enforcement staff only*)
- ✓ overlap search coil swings for comprehensive search area coverage
- ✓ document the necessary information on a team work sheet for future retrospect and possible court appearance

Promote your Evidence Recovery assistance team by creating a Volunteer Evidence Club Flyer or Club Brochure and personally distribute this Flyer or Brochure to your surrounding law enforcement agencies. Follow up with the agencies frequently so as to maintain visibility of the club program.

Update your process quarterly, by verifying availability of search members, review experience gained from actual evidence searches and continue to *practice* the process with team members.

Evidence Handling. The detectorist responsibility is to locate metallic evidence at a crime scene. A detectorist should never move, pickup or disturb any target located that might become crime scene evidences.

A detectorist doing a search for evidence should not take photos of any type, measurement of the scene, or talk to any media staff or others without authorization from the law enforcement agencies handling the search scene. All targets located by a detectorist should be flagged at the scene and must be recovered by law enforcement evidence handling staff. Never place a flag on the target but somewhere within five inches or so of the pinpointed target. There are no exceptions on evidence handling unless law enforcement evidence handling staff authorize you to do otherwise.

Court Appearance. The likely hood of having to provide testimony at a trial is fairly remote but the situation can occur. It is very important to take notes of any metal detecting crime scene search that you as a volunteer may take part. A few items to consider are: date, time, location, length of search time, weather conditions, quadrant assigned, detector used, detector program used, special detector adjustments, coil size, did you test your detector against a similar target before starting the search, notes on locating the target if you found it. The leader of your volunteer evidence search team should setup a uniform search document for you to record these items.

Notes taken at the time of the search may become helpful to refresh your memory before a court appearance. If you are required to provide testimony you will be advised as to how to handle yourself, how to be specific with your answers, wear the appropriate courtroom attire and courtroom demeanor.

Finally this type of club volunteer evidence search team can be very helpful to law enforcement, and rewarding to the individual members of the club. **A Cautionary Note:** Discussion about any evidence search to anyone outside of the law enforcement agency in charge **MUST NEVER** take place either before or after the search is complete.

Sample Waiver or Release Form

Volunteer Evidence Search Team

Club Name - Release / Waiver Form - Date

I _____ hereby apply for the Club Name Evidence Search Volunteer Team.

I fully understand that whatever Volunteer Evidence Search Event I attend that I am fully responsible and at no time will have legal or financial claim against, nor hold responsible, any member or club officer of the Club Name

for any equipment lost and damage, monetary compensation for mileage and time or bodily injuries that I may receive by my participation in any Volunteer Evidences Search Event.

I will be responsible for my own equipment and actions and also agree to NOT hold the Club Name responsible in any way. By having read and signed this document I agreed to the above terms.

Signed: _____ Date: _____ Time: _____

Sample Check list and Search forms.

Team Leader Check List

Search Kit Includes:

- Grid (200-Orange) and target ID (150-Pink) flags
- Tape measure to setup and measure the grid and quadrants.
- First Aid Kit.
- Two Rolls of Paper.
- GI Type of Shovel.
- Blank forms for search documentation. Leader Form (10 each), Searcher Form (50 each)
- Case of Drinking Water.

Team Leaders Worksheet

Wear Name Tag:
 Weather Conditions: _____
 Type of Terrain: _____

Name of Search Scene: _____
 Date of Search: _____
 Time of Search: _____
 What is the item to be found: _____

Sample available to tune detectors: Yes or No
 Was Item found? Yes or No
 If Yes, quadrant number: _____
 What was the item found: _____
 Time item found: _____

Search Team Length of Time on the site: _____
 Number of teams members searching: _____

Grid or Lane Assignment: (members name)

Q1a: _____
 Q1b: _____
 Q1c: _____
 Q2a: _____
 Q2b: _____
 Q2c: _____
 Q3a: _____

Q3b: _____
 Q3c: _____
 Q4a: _____
 Q4b: _____
 Q4c: _____

Leaders Signature: _____

Use the back of the sheet for additional notes.

Detectorist Check List before departing on a search

- Take Club Name Tag.
- Take one or two VLF detectors.
- Take head phones.
- Spare batteries.
- Appropriate attire for weather and terrain conditions.
- Food and water for six to twelve hours of search time.
- Spare medicine and pills.
- No recovery tools, cameras, side arms to be taken onto scene.

Team Member (Detectorist) Worksheet

Wear Club Name Tag:
 Weather Conditions: _____
 Type of Terrain: _____

Name of Search Scene: _____
 Date of Search: _____
 Time of Search: _____

Brand of Detector used: _____
 Detector Program used: _____
 Special Adjustments if any: _____
 Quadrant Assigned: _____
 Sample available to tune detector: Yes or No
 What is the item to be found: _____

Was Item found? Yes or No
 Where found in the quadrant: _____

Length of Time Searching in Quadrant (s): _____

Signature of Detectorist: _____

Use the back of the sheet for additional notes.

Article Nine

Club Promotion

There are many ways a metal detecting club can promote itself in the community and in this article I will only provide you with a couple of club promotional ideas.

Why promote your club's existences at all? First and foremost is to grow your membership from the few to many. Second it affords people interested in metal detecting an outlet for friendship, detecting partners and for the club to promote / sponsor responsible metal detecting.

One step a club can take to develop its presence is to appoint a club member to be its club Promotional Chairman. His / her role can be to identify club promotional opportunities and develop programs.

A club's promotional programs can take TWO directions first by promoting the club to its current membership base. This can be done by having interactive & special topic meetings that include guest speakers and / or members that have a special interest to share.

Second promote your club to the community at large. This is the area I will address in this short article.

The simplest and least expensive way a club can promote itself is to create a club business card. This card can be provided to local area businesses / merchants that are associated with the hobby such as: prospecting, metal detecting, coin, bottle & glass, rock & mineral retail stores and other clubs, etc. These businesses can make your club's business card available to their customers. The result is a rapid exposure of your clubs existence in the local community.

Here is a sample of a club business card's layout and content

Club Logo or Badge	Club Name Metal Detecting Club
Meeting: Frequency Time, Day	Where: Place the meetings take place Web-site: http://www.xxx.com E-mail Address: xxx@here.com Contact Phone: 123-456-7890
We welcome you to visit our club and web-site	

Your club's business card can also be printed on the back side with a Code of Metal Detecting Ethics or a short and precise permission to hunt agreement or what ever you may want to place on the back.

Next, I would like to turn your attention to the creation of a club web-site. Today, many people use the internet to research their interested and metal detecting is one of those interest frequently researched. The subject of metal detecting is available on the internet in club web-sites and personal web-pages, special metal detecting forums, and companies selling metal detecting wares.

Metal detecting club web-sites are either a single web-page description of a specific club or a club web-site with many pages, photos, newsletters and in some cases much more. Today 50% of the FMDAC member metal detecting clubs have a web-site with more sites appearing ever month. If you do not have a member in your club with the skill to create a club web-page or site it is still possible for your club to have a web-page.

Why should a club consider a web-page?

- Communicate the clubs existence
- Gain new members through the internet
- Provide a public service for lost items and evidence searches
- Achieve local and national recognition
- Use the web-hosting service's email capability for internal member communication
- Post club events on the web-page rather than use USPS

The first thing you need for the creation of a web-page is a web-site hosting service provider. There are many available and a quick search on the web will provide you a list. Most web-hosting providers' starting price will be under six dollars per month and should come with some of the following benefits:

- Free E-mail Accounts (**A MUST**)
- Free Site Builder (**A MUST**)
- Free Web-Page Templates (**A MUST**)
- Free 24/7 Web-Site Support (High Want)
- Free Domain Registration (**A MUST**)
- Ad free site-no advertising (**A MUST**)
- Visitor unlimited access (**A MUST**)
- Front Page Extensions (Nice, but not Necessary)
- 100-400 or More of GB Web Space (**A MUST**)

A club member with no pervious web design experience can build a web-page by using the web-hosting service's *web-site builder* and *pre-formatted templates*. All you need to do is follow their instructions and select a template then change the templates written content to your club written content with its attributes and presto you have a club web-page. Follow the instructions of the service provider and publish your web-page. It's really that easy.

So to recap here are seven steps to follow in designing the web-page:

- 1) First layout your web-page content on standard paper.
- 2) Find a web-hosting service provider.
- 3) Define your site access user name. This should be the club name or the club's initials.
- 4) Sign-up with the provider; keep it under \$6 a month.
- 5) Use one of web-hosting templates for you web-page.
- 6) Replace the sample texts with your clubs text.
- 7) Publish your clubs web-page.

Sample of a simple web-page and content



As you gain experience you can add more pages to your web-site.

I highly recommend that every club have a web-page with an e-mail address. Your club will be surprised at the response to the web-page by seeing new visitors to your meetings, request for help in finding lost items, and many other requests for information from the club.

Article Ten

Competition Hunt Preparation

This brief will attempt to outline the items and issues that need to be addressed while planning a large event. Suggestions / examples are available in the brief for issues, planning, planning calendar, committee profile, flyer description and hunt rules.

Competition: The act of competing between individuals using one's skill, ability and metal detectors to seek a prize or prizes. In a competition event rules are necessary so that all participants in an event have an equal opportunity to seek the prize.

Competition metal detecting hunts are usually held in public parks, at ocean beaches and on privately held grounds. These hunts are fee based and will have pre-planted fields with coin and token targets. The exception is relic hunts that are usually held in open terrain, no pre-planted targets but are also fee based.

Open Hunts: You need not be a club member to participate in the hunt. An open hunt is for any one who is willing to pay the entrance fees and follow the hunt rules.

Closed Hunts: You must be a club member to participate in the hunt and be able to show a current club membership card at registration. A closed hunt is for club members only.

Event Planning: A detailed event planning calendar and event committee are essential when planning a complex metal detecting event.

One of the first decisions to make is: will the hunt be a closed hunt (for members only) or an open hunt (for anyone to participate) and second how much time will it take to implement the event? Once these two decisions are made you can move on with the planning.

Issues that need to be addressed:

- Identify the date of the event.
- Identify the event location. (hunt field, camping & picnicking facilities and are motels, eating establishments close by)
- Define the number and themes of the hunts.
- Determine the amount of moneys to be spent on coins, hunt prizes and other activities during the event.
- Determine the entrance fee for each hunt that is held. (plus moneys to cover the cost of targets, prizes, and the overhead cost of other supporting activities)
- Will the event have lunch concessions.
- Will metal detector manufacturers and retailer be invited to setup display booths. Are these booths free.
- What will the targets, and prizes consist off. (gold, silver, clad mix, metal detectors, and accessories)
- Will the club solicit local metal detector retailers and manufacture for event prizes.
- How to handling the event setup and cleanup.
- Where to purchase coins and prizes for the event.

- What are the other activities that may be held in conjunction with the hunts.
- Will there be guest speakers, if so what facilities may be needed.
- How to communicate the event to the general public and hobby community at large.
- Who has ownership for implementing the plan.
- Hold a retrospective after the event to determine what went right and what may need to be changed for future events.

A Rule of Thumb for the Planning Calendar:

Event Duration-

- Five to Seven Day Event: **12 months**
- Three to Five Day Event: **9 -10 months**
- Two to Three Day Event: **6 - 7months**
- One Day Event: **3 to 4 months**

A Suggested Hunt Planning Calendar: The calendar below is for a large 4-7 day hunt. It can be shorter for a smaller event, but most of the issues will still apply.

Month 12:

- Organize the hunt committee. (Leader, Logistics, Hunt Master, Curator, Activities, Advertising)
- Make decision on open or closed hunt.
- Make decision on date and length of event.
- Identify the issues and actions to be taken for the event.
- Assign ownership for issues and actions.

Month 11 to 10:

- Investigate possible locations to hold the event.

Month 10:

- Review hunt locations and make a final decision on hunt location.
- Identify and review potential critical event issues.
- Identify and review all event cost.
- Identify hunt sponsors.
- Identify event support activities.
- Identify types of concessions and who may want display booths.
- Identify event speakers

Month 9:

- Define event description. (number of hunts, fees, finalize date, event theme, etc.)
- Complete first pass of the event flyer.
- Make decision on event fees to cover all cost.
- Make decision on all support activities.
 - Make decision on concession and display booths.

Month 8:

- 2nd pass on event flyer. (see suggested flyer description below)
- Finalize hunt sponsors.
- Confirm event speakers.
- Make decision whether to solicit from local metal detector retailers and manufacturers for event prizes
- Discuss and create course of action on events publication to the public at large.

Month 7:

- Finalize event flyer.
- Make decision on registration cut-off dates.
- Publish the event. (place flyer on: website, website forums, to retailers, to other clubs, notification to magazines)

Month 6:

- Invite manufacturers and retailers.
- Invite concession vendors.
- Make final decision on support activities.

Month 5:

- Provide a detail review of the plan.
- Is the event still a go, if so move forward.
- Review open issues & actions.
- Re-publish the event to retailers, clubs and manufacturers.
- Confirm vendors and concessions.

Month 4:

- Solicit metal detectors & other prizes from retailers & manufactures'.
- Create Tokens for hunt prizes.

Month 3:

- First Pass at purchasing Silver & Gold prizes.
- Re-publish the event to retailers, clubs and manufacturers.

Month 2:

- Purchase metal detecting related prizes.
- Second pass at purchasing silver & Gold prizes.
- Review of all issues and actions one more time.

Month 1:

- | | |
|--|---|
| <ul style="list-style-type: none"> ▪ Final review of the event. ▪ Final Silver & Gold coin purchase. ▪ Final Week: Setup the event fields for hunts, parking, concessions, support activities display booths, and create name tags. | <ul style="list-style-type: none"> ▪ Hold the event and have fun. ▪ Cleanup the event location. ▪ Hold retrospective after event |
|--|---|

A Suggested Event Committee.

Participants on the planning committee:

- Committee Leader (provides leadership and may assume certain duties)
- Logistics Person (location, setup and cleanup of event)
- Hunt Master (responsible for the number, themes of hunts plus implementation of the hunts)
- Curator (responsible for obtaining all coins, and prizes for the hunts and other raffle events)
- Support Activities Person (responsible for concessions, lunches, retailer booths, and raffles, name tags)

Event Advertising Person (create a flyer, put event on the web, send flyer to clubs & retailers within 250 – 400 mile radius of the event, get event in local newspapers and national hobby magazines, etc.)

The Event Flyer should contain the following:

- Must have Event Date and Duration.
- Must have Event Location and Directions. (map or detailed directions to event)
- Must have Detailed Event Description. (schedule of events with description and admission fee breakout)
- Must have Event Admissions Form. (registration cut-offs, entrant's information, payment method, contact information, mail form to)
- Should have Coin and Prize Description for each Hunt.
- List event speakers and their discussion topic.
- Must list the available Support Facilities. (camp grounds, motels, eating places, etc.)
- Must have Hunt Sponsor identified. (club, manufacture, retailers, etc.)
- Must have the Hunt Rules listed. (see list below)
- Must list the main Sponsor Contact Information. (website, contact name, phone number, email address, mail to address)
- How to obtain the event flyer should also be on flyer. (website URL, email address, phone number)

A Suggested Event Committee.

Participants on the planning committee:

- Committee Leader (provides leadership and may assume certain duties)
- Logistics Person (location, setup and cleanup of event)
- Hunt Master (responsible for the number, themes of hunts plus implementation of the hunts)
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- Should have Coin and Prize Description for each Hunt.
- List event speakers and their discussion topic.
- Must list the available Support Facilities. (camp grounds, motels, eating places, etc.)
- Must have Hunt Sponsor identified. (club, manufacture, retailers, etc.)
- Must have the Hunt Rules listed. (see list below)
- Must list the main Sponsor Contact Information. (website, contact name, phone number, email address, mail to address)
- How to obtain the event flyer should also be on flyer. (website URL, email address, phone number)

Competition Metal Detecting Hunt Rules**Hunt Field Rules:**

- Hunt Master is totally in charge of the hunt.
- The hunt field should be divided in quadrants before the hunt. If hunt participants help in planting the hunt field the participant should be assigned a quadrant for target planting and he or she should not be allowed to hunt in their previously assigned hunt field quadrant.
- Registered hunters must wear hunt registration badge while on the hunt field.
- The Hunt Field Gate Keeper will check all registered participant badges before allowing individuals to enter the hunt field perimeter. Only registered hunters are permitted entrance to the hunt field.
- No Walking across the Hunt Field while getting to your hunt field line-up position.
- No talking during the hunt.
- All Trash recovered during the hunt must be put in a target recovery pouch and be removed from the hunt field.
- All holes dug to recover targets must be filled once the target has been removed.
- Failure to follow hunt rules will result in the forfeiture of all hunts, prizes and the offender will be requested to leave immediately.

Hunt Prizes:

- Coin Targets and Token Prizes will be regulated according to number of hunt entries.
 - Coin and Tokens targets should be no greater than two inches deep in the soil.
- Or
- Coin and Token Targets will be planted or tossed in the ground cover.
 - Free hunts will consist of all clad coins and are only for registered hunters.
 - Token Prizes may be Gold Coins, Gold Nuggets, Silver Rounds, Silver Coins, metal detectors or other metal detecting related accessories.
 - If Prize Tokens are not found during a hunt, the token prizes will be raffled off by using the entrant's registration numbers written on individual raffle tickets. These raffle tickets will be drawn at the end of the hunt event for the left over prizes.

Metal Detector Rules:

- Entrants must provide their own metal detector and target recovery tools.
- All hunt participants must wear headphones.
- No Search Coil larger than twelve inches are allowed. Note: No oversized Coils of any kind will be allowed on the Hunt Field.
- No Pulse Induction (PI) metal detectors allowed on the Hunt Field.
- The exception to the (PI) statement above is that small electronic pin-pointers will be allowed.

Recovery Tools:

- No Hand Tools allowed in Public Park Hunts when coins are tossed in the grass.
- Small Hand Recovery Scratching Tools or Small Recovery Hand Trowels allowed. (Less than 3" in size) when hunt events are held on undeveloped land.
- Sand Scoops allowed at beach hunts.
- Recovery speed baskets not allowed.
- No target recovery plugging tools allowed.
- All hunt participants must wear target recovery pouch for trash removal.

Article Eleven

Metal Detecting Competition Hunt Etiquette and Integrity

Metal detecting competition events (hunts) are usually sponsored by a metal detecting club or hosted by hobby related manufacturers and retail businesses. These events can be comprised of one or two hunts or in some cases the event may last from three to seven days and have many different types of metal detecting hunts. Metal detecting competition hunts can be either an open or closed hunt event depending on how the sponsor or host defines the event.

Open Hunts. You need **not** be a club member to participate in the hunt. An open hunt is for any one who is willing to pay the entrance fee and follow the hunt rules.

Closed Hunts. You **must** be a club member to participate in the hunt and be able to show a current club membership card at registration. A closed hunt is for club members only and will usually require an admission fee.

The requirement of any interested detectorist to participate in a competition hunt is to complete the pre-register form and submit an admission fee for each of the scheduled hunts. Thus, the participant can select just certain hunts that are of interest to them or all of the scheduled hunts.

Metal detectorist in competition hunts can be very aggressive, therefore, rules and standards of etiquette are very important so that the hunt is held in a fair and balanced manner. Lets remember that all of the detecting participants have paid the same required admission fee for participation and expect an equal chance at the prizes.

Metal Detecting Etiquette and Integrity for a competition hunt is controlled by the event's host or sponsor and is usually accomplished by creating an atmosphere of fairness with written rules and expectations.

The Hunt Master provides the leadership for the event by enforcing the event rules and conducting an impartial event which should result in very high event integrity.

The individual detectorist's responsibility is to follow the event rules and to conduct their actions in a respectful manner towards the other detectorists on the hunt field and toward the Hunt Master and Event Host.

Competition is the action of individuals competing against each other by using their metal detecting skill with a metal detector of their choosing. This action is to seek a prize or prizes from a target rich pre-planted field of coin targets and tokens. In a competition event rules and etiquette of conduct are necessary so that all participants in a paid event have the same equal opportunity to seek the targets and prizes for their admission fee.

High integrity for the event should be a major objective of the host and hunt master. The hunt master should never plant foreign coins, or other tokens that are **not represented** by a prize. To do so takes away from the integrity of the hunt and its officials.

Competition metal detecting hunts are usually held in public parks, at ocean beaches or on privately held lands. These hunts are fee based and will have pre-planted fields with coin and token targets. The exception is relic hunts, which are usually held in open terrain with no pre-planted targets and are usually fee based.

Competition hunt etiquette is the responsibility of all: the event host, the hunt master and the paid participant.

Event Host or Sponsor's Responsibility. The event host plays a major role in how the event is organized and for the development of the event rules and event conduct. The event host or sponsor must develop the event rules so that all paid participants have an equal and fair chance to find the maximum number of targets with their expertise and equipment.

This requires that the host establish rules that will not provide or give an unfair advantage to any one detectorist or group of detectorist in the event. This is very important since all participants paid the same fee and have the expectation to have an equal opportunity for their admission fee on the competition hunt field.

The rules developed by the host should be directed at what detector equipment is acceptable on the hunt field and the conduct expected of the hunt master and participants so everyone on the field has the same opportunity at finding the pre-planted targets.

The rules below are designed to provide each detectorist an equal opportunity to find the pre-planted targets. There should never be an advantage provided by the event host to any detectorist by allowing a coil size greater than 12 inches, the use of Pulse Induction detectors (PIs), or the use of certain target recovery tools that may increase the speed of target recovery.

Metal Detector Rules:

- *Entrants must provide their own metal detector, accessories and target recovery tools.*
- *All hunt participants must wear headphones.*
- *No Search Coil larger than twelve inches are allowed. Note: No oversized Coils of any kind will be allowed on the Hunt Field.*
- *No Pulse Induction (PI) metal detectors allowed on the Hunt Field.*
- *The exception to the (PI) statement above is that small electronic pin-pointers will be allowed.*

Recovery Tools:

- *No Hand Tools allowed in Public Park Hunts when coins are tossed in the grass.*
- *Small Hand Recovery Scratching Tools or Small Recovery Hand Trowels allowed. (Less than 3" in size)*
 - *when hunt events are held on undeveloped land.*
- *Sand Scoops allowed at beach hunts.*
- *Recovery speed baskets are not allowed.*
- *No target recovery plugging tools are allowed.*
- *All hunt participants must wear a target recovery pouch for their finds and trash removal.*

Hunt Master Responsibility. The hunt master's leadership and directions is what will make a competition hunt fair to all participants. A hunt master must make the participants adhere to the rules established by the host or sponsor of the event and administrator these rules fairly and consistently to all who participate. The hunt master must make sure that there are no rules or lack of rules that provide for a single individual or group of detectorists

to have an advantage since all participants pay the same admission fee and expect an equal chance at the coin targets and tokens.

The hunt master must make sure that all coin targets and tokens are planted equally throughout the competition hunt field. All people who assist in planting coins should not be detecting in that hunt to do so would put other detectorist at an disadvantage. If coin planters are allowed to hunt they should not be allowed to hunt the specific portion of the competition field where they have planted with coin targets.

The hunt master should never be an active detectorist in a competition hunt. Hunt masters should always be the person to plant all tokens for any given hunt and make sure that they are evenly planted by token value though out the hunt field.

If the hunt field is large with many participants it is recommended that the hunt field be divided into quadrants. The number of quadrants or sections can vary from two, four, six to even eight for a very large event. Coin target planters can be assigned a quadrant to plant the coins and they should be restricted from metal detecting that quadrant during the competition hunt. All quadrants should have an equal number of coin targets and tokens. Quadrants can be established by using rope to layout the hunt field or small colored flags on wire stand-ups. These flags can be purchase at business like Home Depot, Lowe's or most hardware stores.

Integrity. An important aspect of being the hunt master is to provide up front guidance to all the people that help in setting up the hunt field. No hunt preparation person should plant coin target in anyway that would give anyone an advantage during the hunt. Nor should anyone helping to prepare the hunt field provide any information before the hunt starts to any of the detecting participants as to how the coin targets were planted.

Hunt Field Rules:

- *Hunt Master is totally in charge of the hunt.*
- *The hunt field should be divided in quadrants before the hunt. If hunt participants help in planting the hunt field the participant should be assigned a quadrant for target planting and he or she should not be allowed to hunt in their previously assigned hunt field quadrant.*
- *Registered hunters must wear hunt registration badge while on the hunt field.*
- *The Hunt Field Gate Keeper will check all registered participant badges before allowing individuals to enter the hunt field perimeter. Only registered hunters are permitted entrance to the hunt field.*
- *No Walking across the Hunt Field while getting to your hunt field line-up position.*
- *No talking during the hunt or sharing of information.*
- *All Trash recovered during the hunt must be put in a target recovery pouch and be removed from the hunt field.*
- *All holes dug to recover targets must be filled once the target has been removed.*
- *No sharing of coin targets or tokens.*
- *Failure to follow hunt rules will result in the forfeiture of all hunts, prizes and the offender will be requested to leave immediately.*

Hunt Prize Distribution:

- *Coin Targets and Token Prizes will be regulated according to number of hunt entries.*
- *Coin and Token targets should be no greater than two inches deep in the soil.*

Or

Coin and Token Targets will be planted or tossed in the ground cover.

- *Free hunts will consist of all clad coins and are only for registered hunters.*
- *Token Prizes may be Gold Coins, Gold Nuggets, Silver Rounds, Silver Coins, metal detectors or other metal detecting related accessories.*
- *If Prize Tokens are not found during a hunt, the token prizes will be raffled off by using the entrant's registration numbers written on individual raffle tickets. These raffle tickets will be drawn at the end of the event for the left over prizes.*

Hunt Participants Responsibility. All participants in a competition hunt pay the same admission fee to enter the hunt event. This admission fee is used to purchase coins and token prizes for the hunt. The expectation on the part of the participant is that the fee charged will go towards the funding of the hunt's coin targets and prizes and that the hunt will be conducted in an equitable manner. The burden of equitable manner falls on the host or sponsor's event rules and the leadership of the hunt master in executing their hunt duties.

Hunt participants have a social responsibility to other detectorist during the hunt by adhering to all of the hunt rules and norms that have been put forth by the event host and the hunt master.

During the hunt, each detectorist in the hunt should act responsible towards other detectorist by **not** taking another's targets or infringe on another detectorist hunt space or by overlaying their coil upon another's coil. The hunt is competitive but should be practiced in a socially acceptable manner by all participants. Treat everyone during a competition event like you would want to be treated- fairly and with respect. Remember that each participant will have a different skill level: some will be faster and others slower but all of the participants paid the same admission fee to enter the hunt and deserve the same opportunity to find targets and have respect.

Participants should review the [Hunt Field Rules](#) under the Hunt Master section of this article again before leaving this article.

Summary. In any type of metal detecting competition event there must be well defined rules and social norms. These rules must be adhered to by the participants and enforced by the Hunt Master. It is the responsibility of the event host or sponsor to establish these rules of etiquette and to communicate these rules with all the other event information at the time of registration. This must be done before any admission fees are paid by the participant so that the event can have the highest integrity level possible and that everyone will feel fairly treated at the events end. There should never be any surprises on how the event will be conducted once the admission fees have been paid or later at the start of the event.

Article Twelve

Competition Event Update

This article may be somewhat redundant since there are two other competition hunt articles on the MDHTALK website. However, having participated in four recent competition events there are some behaviors that require additional comment and special emphasis. This article will only cover those areas that were somewhat lacking in the competition hunts attendant by this author. The other two articles concerning competition metal detecting hunt have much greater detail on all aspects of competition hunts and are highlighted at the end of this article.

The four areas that will be commented on in this article are:

- **Event Flyer**
- **Planning**
- **Event Control**
- **Rules**

Event Flyer. The competition hunt flyer should provide the potential participant with all the necessary information for them to make a sound decision as to whether or not to become part of the event.

Event Date. The event date, event start time, event location and an overall activity schedule should be covered at the very beginning of the event flyer.

Hunts. Next, the flyer must have good a description of each offered metal detecting hunt with information on the type of prizes and the hunt fee. Each hunt should have its own registration fee so that a potential participant can choose which hunt or hunts to enter or not to enter.

Fees. The fee for a competition hunt are usually directly related to an individual hunt theme and all of the hunt fee should be directed towards that specific hunt's coin targets and token prizes. There should be a disclosure on the event flyer if portions of a hunt fee are going toward hunt site rents, event insurance, park entrance fees to the site or an event lunch.

It is best that a special event fee be added to cover all overhead cost related to the event. This way it is very clear and upfront as to what the overhead cost is and that all registered participants must pay this fee along with their hunt fees. (Overhead cost may include: event insurance, lunch, hunt field rent, park entrance fee, flyer cost, etc.)

Disclosure. If there is no specific overhead related fee for the event them there must be a disclosure on the flyer about how much of the hunt fees will be applied toward the overhead cost. Since taking moneys from hunt fees to pay for overhead cost will reduce the amount of moneys available for coin targets and token prizes.

Event Lunch. Lunch should never be part of a hunt fee with or without proper disclosure on the event flyer. It is suggested that lunch availability be optional for all event participants. One of way to handle a lunch is to have a hot dog and hamburger offering that is cooked on site for a small price by the event sponsor volunteers. Or ask a

local food truck vender to stop by at a certain time with their lunch offering. The participant can make a decision to use these types of services or go else where. Lunch should be simple and optional during any competition event. *Event Rules.* All rules related to the event must be covered in the event flyer. The rules should cover metal detectors, recovery tools, hunt field rules, and the prize distribution process.

Other Event Flyer Information. The flyer must also have information about the hunt location, camping, near-by motels and restaurant information for those events that are longer than one day. The event flyer must have very good event contact information: contact person's name, address, phone number, email address and website if there is one available by the event sponsor.

Planning. During the competition hunt planning phase the themes for the various hunts should be defined and then communicated on the event flyer. If the hunt event is national or regional the themes for the various hunts should be to gain the maximum number of event participants. Stay away from themes that may interest only a few people. Never plant junk targets for any paid metal detecting hunt. All targets should have a market value even if it is small.

Prize Tokens. All tokens should be very recognizable by the finder. It should be very apparent that the target you just found is a token for some other prize. All tokens should be similar in type and size and be redeemed after each hunt either for a prize or a ticket that may be presented at the end of the event for a prize. There should never be more tokens of any type than there are prizes.

Size of Hunt Fields. The hunt field should be defined in size for the maximum number of expected participants to register. Consideration should be given to making the hunt field even larger than the number of expected participants. The hunt field size is extremely important. There is no faster way to get complaints than to have shoulder to shoulder participants on the hunt field moving coils next to or over another participants detector coil.

Retrospective. If the sponsor of a competition event plan to hold this event again it is very important that the event leadership hold a retrospective meeting to evaluate what went right and what went wrong. This is very useful in identifying issues that may affect the quality of future event. This feedback to the event sponsor will make a future competition hunt more effective and bring it to a higher degree of quality.

Event Control. The event control must be under the responsibility of one individual who oversees all aspects of the event. This could be the hunt master or some other individual with a vast amount of experience concerning competition metal detecting events.

Registration. Each participant must register at the event and should receive a name tag with all the necessary hunt information that the participant has paid the required fee. The participant must also receive a copy of the hunt field rules, metal detector rules, coil size rules and type of detectors not to use (PI) and how token prizes will be distributed. The rule's flyer should also include what type of tokens will be used in the various hunts.

Event Timing. It is very important to start the various competition hunts at the time that was communicated in the hunt flyer. Metal detecting hunt events should never start early since all the participants are operating on the published hunt schedule and may not be available for a last minute change in start times.

Gate Keepers. All hunt fields should have a gate that each participant will go through to gain access to the competition field. This gate or competition field entry point should be manned by a couple of knowledgeable metal

detectorist who can check each participant's name badge, their detector type (No PI Detectors), coil size and have a set of headphones to use and for any other required metal detecting equipment.

Communications. Before entering the hunt field the participants should be gathered together and the hunt master should go over the hunt field's rules and anything else that is important to have a fair, ethical and successful hunt for all participants. This should be accomplished before anyone enters the hunt field. Never do this type of communication once the participants are on the hunt field.

Electronic Communication Devices. If electronic devices like a mega phone, or PA system are used for communication it is very important that the person or persons using these devices have practiced with them before getting in front of a large group of people. Getting familiar with this type of equipment is very important. If someone does not know how to use an electronic communication device, they may cause serious communication problems. Keep in mind people may not hear instructions from mega phones since mega phones are very directional. Also people may get an earful of very unpleasant high pitch sounds from a PA system's feedback loop if the operator doesn't understand how to properly adjust or where to stand and use the PA system.

Tokens. There should be clear communication on what the token description is before participants enter the hunt field. It is important that everyone be on the same page when it comes to tokens since they usually represent more valuable prizes.

Hunt Field. The only communication from the hunt master on the hunt field should be for the starting of the hunt. All other communication must take place off the hunt field at a group meeting before the start of the hunt.

Rules. There must be a registration handout available to all participants that cover the event rules for:

- Hunt Field Activity
- Appropriate Detecting Equipment that can be used on the Hunt Field
- Distribution Process for Token Prizes
- Participants Behavior on the Hunt Field

Rules Enforcement. It is very important that the rules of the hunt actually be enforced with gate keepers staffing the entrance to the hunt field and by observation of the hunt participants during the hunt. This should be the responsibility of the hunt master and other assigned staff. All rules should be equally enforced between participants.

Summary. The areas discussed in this article are some of the very key attributes of any competition metal detecting event but have been found to be lacking in some recent competition events. Competition hunts must be handled with the highest of ethics and integrity plus the event must be executed in a very professional manner.

The reader can find more written about competition hunts in the following two articles. The reader is encouraged to read each of these articles to gain a greater understanding on how events can be held and made fair to all participants.

The two other articles that provide guidance for metal detecting competition hunts are:

*Article One: **Metal Detecting Competition Hunt Etiquette and Integrity.*** The article is broken down into the following major categories. [Article Link](#)

- **The article starts with some background information on competition hunts**
- **Event Host or Sponsor's Responsibility**
- **Hunt Master Responsibility**
- **Integrity**
- **Hunt Participants Responsibility**

*Article Two: **Competition Hunt Preparation.*** This article covers the following competition hunt areas. [Article Link](#)

- **Open Hunts.**
- **Closed Hunts**
- **Event Planning**
- **Issues that need to be Addressed**
- **A Rule of Thumb for the Planning Calendar**
- **A Suggested Event Committee**
- **The Event Flyer should Contain the Following**
- **Competition Metal Detecting Hunt Rules (Covers: Field, Prize, Detector and Recovery Tool Rules)**

Article Thirteen

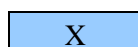
Club Auctions, Drawings and Raffles

There are three types of club activities that normally take place at any general meeting or competition hunt. These activities are auctions, drawings, and raffles and they may have many variations. This article will review in some depth each of these activities and who is qualified to participate.

The table below provides a visual description of what will be covered in the article. On the left side of the table are three categories (*auctions, drawings, raffles*) with various different types of activities within each of the categories. Listed across the top of the table are the event types (*general meeting, competition hunt*) and who should be allowed to participate (*visitors, members, public*) in the activities. Take some time before reading the article and study the table, it provides a very good pictorial of the article.

Activity	Events		Recommended Participation		
	General Meeting	Competition Hunt	Visitors at Meeting	Members Only	Open to Public
Auctions					
Specific Prize	X	X		X	
Fund Raiser (Many Items)	X	X	X	X	X
Drawings					
Membership Drawing	X			X	
Visitor Drawing	X		X		
Specific Prize Drawing	X	X		X	
Show & Tell Finds Drawing	X			X	
Raffles					
Coin Raffle	X			X	
50 /50 Raffle	X	X	X	X	
Specific Prize Raffle	X	X	X	X	X
Raffles on the Fly		X		X	

Figure. 1



This Indicates it Applies to a Column and Row Intersection

Auctions. An auction is the sale of merchandise sold to the highest bidder. The items auctioned may or may not have a minimum bid requirement. A minimum bid is where the auction price must go above a set amount before there can be a winning bidder.

Club auctions are usually for a very **specific prize** and the prize is usually funded by the club. The club should not have an expectation of getting the full purchase value of the merchandise back from this type of auction. This auction is usually a club good will auction for its members and is normally for hobby related merchandise such as a metal detector purchased from the club's treasury funds. Generally, this type of activity is only available to the club's membership since the funds in the club treasury are the result of membership dues and other club activities.

Another type of club auction may be for a **fund raiser** used to increase the club's treasury. This type of auction can have a large variety of auction items that may be non-related hobby merchandise. It would be hoped that in this type of auction many of the items would be donated by club members and local retailers. A fund raiser auction should be open to visitors, club members and the general public. Before holding this type of auction there should be a major drive to get the public's attention and their participation in the auction. The greater the participation the greater the financial gain from the auction.

Drawings. Club drawings are usually held for very nice club funded prizes or in some cases the item may be donated. The prizes can vary from a silver coin to a very expensive item like a metal detector or other hobby related gear.

Membership drawings are usually held at the club's general meeting and are a good ice breaker for starting the meeting. Everyone likes a chance to win something. The typical prize for a membership drawing is a silver coin. The coin denomination will depend on the club's size and allocated funds for the activity. For fairness, the prize should always be consistent from meeting to meeting in denomination and value.

One very important component at any club meeting is the visiting public. Shortly after the start of the meeting there should be a visitors introduction period and a **visitors drawing**. Each visitor attending the meeting should sign-in and at sign-in time a ticket be awarded to the visitor for the visitors only drawing. This special drawing can be a great catalysis for bringing new members into the club as this drawing provides the visitor a chance to win something at their first visit and may be an incentive to join. Always remember to provide recognition to visitors.

Another drawing activity may be for a **specific prize** which can be a nice and sometimes expensive item like a metal detector. This type of drawing is usually funded by the club and may not require any of the participants to buy tickets. In this type of drawing activity only the club's membership are participants. This activity can be held at special monthly meetings and competition hunts. Each member should be awarded one ticket for the drawing.

Show and Tell Drawings are for rewarding the members who choose to discuss their previous months finds with the members. This drawing can take many forms with drawing prizes for the top finds in a number of different categories or the drawing may be just for anyone that participates in the activity. Funds for this drawing comes from the club's treasury and only club members should be allowed to participate.

Raffles. Club raffles are like a lottery, tickets are sold and the prizes can be merchandise, silver coins, silver bullion (rounds or bars), and gold coins / nuggets. Raffles are a major activity in most all metal detecting and prospecting club general meetings. Raffles can also be a major activity at a club's competition hunt or other club sponsored activity.

Before getting into the different raffle activities a discussion on raffled coin prizes is in order.

Coins. Coins for a raffle can be silver, gold and new clad coins, however silver coins are most often used.

Professionally Grade Coin (PGC). PGC graded coins are worth more and will result in costing the club more to purchase. Given that the coin cost is higher there will be fewer coins available for the raffle but the quality or grade of these coins can be very high.

Dealer Graded Coins are coins that usually have been graded by the dealer who is selling the coin or graded by someone that sold the coin to the dealer. In this case the coin will be of higher value than spot market metal priced coins but less than a PGC graded coin. Keep in mind that the dealer must make a profit on any coin they sell and therefore there may be a conflict of interest with the coin grading process. (dealer graded could be graded higher than the coin deserves which increases the coin cost)

Coins Valued at Scrap Metal Spot Price. Silver and Gold coins that do not have a numismatic value other than the value of the coin's metal content are a good choice for raffles. This type of coin will provide for many more raffle prizes.

Bullion can also be used as a prize for club raffles. Many clubs offer silver rounds and bars as raffle prizes and occasionally a gold nugget. Bullion is usually priced at spot market metal price.

Next the article will center around a number of issues which need to be explored associated with any coin raffle; *coin grade, how much to spend, raffle drawing sequence and the process of drawing the winning ticket.*

The *coin grade of raffled coins* is extremely important because the coin grade will have an impact on the number of participants. Using just PGC grade coins for a raffle will limit the number of coins available for the raffle, the result will probably be far fewer number of participants in the raffle and dollars spent on raffle tickets. Club members want to get something for their ticket purchases; by only having high quality coins (PGC - coin) limits the opportunity to win. The result is there will be less incentive to purchase raffle tickets or a large number of raffle tickets purchased by the participants.

Using *dealer graded coins* will result in lower quality coins. But this will also lower the cost per raffled coin providing for more coins being available and a greater chance to have a winning ticket. Thus, these coins increase the incentive to purchase more raffle tickets.

Finally there are *scrap metal spot price coins*, this type of coin offers the maximum amount of coins for a raffle since the cost is the lowest for the three types of coins. These coins will provide a much higher incentive to purchase raffle tickets since the chance to have a winning ticket is greater. Keep in mind these coins are usually lower quality, however by picking through a dealer's coin bin you may find some very nice coins. Or the club can purchase this type of coin from the membership.

I have seen clubs go with the lowest grade of coin for 90% of the raffled coins and sell many raffle tickets the result being very high membership participation. On the opposite side, I have also seen clubs that use dealer grade coins with very low participation. The club's officers can monitor the membership participation by tracking the number of members that do not stay for the club raffle and leave during the mid-meeting break.

Club **coin raffles** usually take place at the end of the club's general meeting. A major reason for this is to keep the membership involved in the club's activities until the meeting is adjourned. However, the management and definition of the coin raffle will impact the number of members that decide to leave at the mid-meeting break.

The ideal raffle mix (definition) is to have one high grade silver coin, a number of silver rounds / bars and at least one gold coin or nugget with the remaining coins selected from spot market price coins. I would use the 80 /20 rule. With 20% of the raffle value in a gold coin / nugget and / or silver rounds and bars. The remaining 80% in standard un-graded silver coins valued at the market spot price. This raffle activity should only be available to the club's membership.

A process recommended to for a **coin raffle** is to set a dollar threshold for the top prizes and draw those tickets first in order of prize value and place the tickets beneath the prize. These high valued prize tickets will be announced last in order of value with the highest value prize ticket announced last. The suggestion is to put all grade coins in this category plus all silver rounds / bars and any gold coin or nugget. The remaining coins should be raffle one at a time with the ticket drawn just before the winning ticket number is announced. The next raffle ticket should be drawn by the previous winning ticket holder.

Raffle winner should walk up and retrieve their raffle prize and introduce themselves to the membership and describe their prize. This process is important when the club is gaining new members, since this is a very important way for new and old members to get to know each other. This technique should be practice for all types of raffles, auctions and drawings.

Finally, what to spend on a coin raffle? The amount to spend on a coin raffle should be determined by how much revenue was gained from the previous months coin raffle. Never spend more then what is available from the previous month's raffle. If the club follows this rule no funds will ever be required from the club's treasury except for the initial dollar outlay for the first coin raffle.

50 /50 raffles are a good way for the club to have a small fund raiser at each meeting. A club member who has purchased the winning ticket will easily get their purchase money back plus much more. Raffles of their type should be open to members and visitors. There may be variation on this type of raffle i.e.: 50 /25/25 raffle, 25 /25/25/25 raffle, etc.

Specific Prize Raffle is a type of raffle that should be used for a very high value prize such as a metal detector. This type of raffle should be well planned with sales of tickets spread out over at least a three month period prior to the raffle. Tickets should also be sold to the public by the club's membership and the winning ticket holder need not be present to win. This type of raffle should be used as a fund raiser, keeping in mind that the membership must support this type of raffle by selling and buying tickets.

Raffles on the Fly are usually held between multiple competition hunts. This is where a raffle is held during the waiting period before the start of a competition hunt. Someone will usually go though the crowd of detectorist selling tickets for a nice prize such as a gold coin, a larger silver round or a silver bar. This type of raffle usually has a limited number of tickets since the event sells just enough tickets to make a small profit . By keeping the number of tickets sold to a small number provides an incentive for participants to purchase tickets.

Summary. Auctions, drawings and raffles are an important part of any club's meeting and competition hunt. These type of activities generate interest in the club and in some cases provide additional funds for the club's operations. By using the table as a guide in this article you will be consistent in your application of auctions, drawings, raffles in your club and it should generate the highest participation possible.

Article Fourteen

Club and Individual Metal Detecting Liability Insurance

Insurance can cover many different aspects of liability but this brief article will not try to cover every type of insurance available just basic liability for clubs. Metal detecting and gold prospecting clubs should purchase basic liability insurance to cover their organizations against damages.

There is also a short section on what individuals may want to purchase to cover their liability needs while metal detecting or gold prospecting.

Clubs are usually volunteer organizations with bylaws and charters, plus many clubs may be legal tax exempt organization. So basic liability insurance coverage can be a very important component of any club's operation. Clubs are responsible for the actions of their membership at meetings, special outings and all club sponsored events. The key to a club's liability is that the activity must be sponsored by the club for the liability insurance to apply.

A club's basic liability insurance is usually priced on the number of active members at the time of the policy purchase or renewal. However, club's that sponsor large events that can draw a high number of participants will usually be required to obtain a special insurance endorsement for that specific event on their liability policy.

What is the liability of a club?

Club liability insurance is to protect the club and its members against damages caused to non-club property or persons. It is not the intent of a club's liability insurance policy to protect members from damages that they may do to themselves or to the club's property or equipment.

A basic liability insurance policy should be purchased to protect the club and its members against monetary damages caused by actions of one of its members against a non-club members or property. Clubs members that practice the hobby on their own and are not part of an organized club event are not covered under the club liability insurance policy.

Keep in mind it is not the intent of the basic liability insurance policy to protect the individual club members from damage they may cause to themselves, to other club members and their property or to their own personal property. The basic liability insurance covers individual injury and property external to the club, it does not cover individual injury and property damages that are internal to the club.

Club officers and volunteers are not covered against acts that they may commit in the performance of their club meeting duties, or at club events where there actions could adversely effect club members or a single club member. Usually an optional liability policy or endorsement can be obtained to cover all the club's officers and volunteers concerning their actions and decisions made on the behalf of the club.

Clubs will generally be required to show proof of liability insurance to lease or rent any hall or meeting room for their general meeting. Proof of insurance may also be required by many land owners for any type of club sponsored event. Therefore, having basic liability insurance protects the club and provides for damages to property owners and injury to others caused by the club's membership during a club event.

The cost to obtain a basic liability insurance policy will generally range from \$8 to \$10 dollars per membership per year. This coverage cost will vary between insurance carriers, by region and also will vary if addition coverage is required for officer liability, club property, etc. A basic liability policy should cover a set amount for each occurrence, damages to rented property, any one person's medical expense, personal injury and set a maximum amount of total liability coverage.

Club Membership Waiver

Since club liability insurance does not cover the club's membership for injuries, theft, lost equipment or actions by their club's officers and volunteers a waiver form should be signed by each individual member. This waiver form is usually required by either the insurance carrier, the club or both.

The waiver should be read and signed by each new member on admission to the club, at membership annual renewal time and before each club event or outing. One of the major reasons for using a waiver is to remind members that they are responsible for their own actions when attending a club meeting or club outing.

Waiver Form Example

As a member of the _____ Club. I _____ fully understand that attending the _____ outing I will be fully responsible for my actions and at no time will have a legal or financial claim against, nor hold responsible, any club member or club officer of the _____ club for any equipment lost or damage, monetary compensation for mileage and time or for any bodily injuries that I may receive by my participation in the _____ Outing.

By participating in any event, I am assuming the risks associated with the outing and I release the above named club, their officers and individual members from any liability.

By signing this waiver I understand that I release all property owners (private land owners and mining claimants) of any liability or responsibility for any accidents, injuries, problems that may occur during this outing on their property.

I will be responsible for my own equipment and actions and agree to **NOT** hold _____ responsible in any way. By having signed this document I agreed to the above terms.

Signed: _____ Date: _____ Time: _____

Individual Detectorist

Metal detectorist should give strong consideration to making sure that they have their own liability insurance to cover their actions while practicing the hobby on public and private lands. This can usually be done by purchasing a policy or placing special endorsements on your existing insurance policies. This insurance should cover property damages and person injury liability to others.

Since metal detecting equipment is getting more expensive it is also recommended that you cover your equipment against, loss, theft and major damage. Your equipment can usually be covered with a special endorsement on your homeowners policy.

In Summary

This article is very brief but should provide a basic understanding of liability insurance that clubs should purchase to protect the organization from monetary damages caused by its members to the property of others or injury to others at club sponsor events. Individual detectorist should also consider obtaining insurance coverage for their own actions and equipment. The annual cost for this type of insurance coverage is usually very minimum.

Article Fourteen

Club's Coin Purchase Program

A very large expense for metal detecting clubs is the purchase of prizes for their club hunts and raffles. Usually these purchases are for large quantities of silver coins, silver rounds / bars and a smaller amount of gold coins or nuggets. One solution that can reduce this expense and potentially provide for more coins is to set up a program to purchase silver and gold coins, rounds / bars, and nuggets from the club's membership.

If the club has been in existence for some time and has conducted many hunts and raffles, the membership will probably have a good amount of silver and gold coins in their possession. There are members that win coins at hunts and raffles who want to immediately turn these coin winnings into cash. So the opportunity may exist for the club to buy their coin winnings.

These two situations offer the club an opportunity to setup a coin purchase program that will:

- Provide club members a trustworthy outlet for selling their coins and other valuable prizes.
- Provide the club a source of coins for their events that can be a bit cheaper than purchasing the coins from a coin dealer.

The final result of such a coin purchase program is that club members can turn their coins rapidly in to cash, get a fair market price for their coins and help the club obtain coin prizes for their future events. The club saves on dealer coin mark up cost, may get the coins at a slight discount, and if their state has a sales tax the club does not pay sales tax on the coin purchase.

The following are Attributes of a Club Coin Purchase Program that need to be Defined:

- Establish a Team of Club Members to Manage and Implement the Program
- Determine the Type of Coins to be Purchased
- Determine the Discount Percentage of the Coins to be Purchased
- Identify the Coin's Precious Metal Content and Formulas to use to Implement Purchase Program
- Setup a Process for Members to Sell their Coins
- Establish Coin Inventory Levels
- Establish Accountability Standards

Establish a Team of Club Members to Manage and Implement the Program

The program should be made up of at least two club members; three would be better. To have three members manage the program will provide for better checks and balances on handling the coin purchasing and inventory of the coins. The coin program functions are:

- Coin Buyer
- Coin Inventory Manager
- Manager and Creator of the Member Seller List

Determine the Type of Coins to be Purchased

This type of club coin purchase program should only be setup to purchase coins that have **no** numismatic value. Coins that have **no** numismatic value can be purchase at spot metal prices. So the club's program team will need to stay abreast of spot metal prices to make the program beneficial for all.

The Coin Purchase Program Objective should be to purchase **only scrap value coins** from the club's membership. (No proof sets, coin sets, or graded coins, would be purchased)

- All Silver coins pre 1965 (this means 1964 and older)
- Silver rounds / bars must be .999% silver
- Gold Coins to be 1/10 ounce or less. (Priority order maybe given to 2 Peso, 2 1/2 Peso, and 1/10 ounce gold coin; these coins should be .999%)

Determine the Discount Percentage of the Coins to be Purchased

It will be very important that the club establish guidelines for the coin purchase program and establish a discount price agreeable to all in the club. The club will buy coins based on this discount percentage applied against the silver or gold spot metal price. This discount rate should be established by the club's board and voted on by the club's membership.

Define the Club's discounted spot price. (Below are examples of a discount rate that could be used.)

- Sliver discount rate could be 7.5% or 92.5% of the silver spot price.
- Gold discount rate could be 5% or 95% of the gold spot price.

Please note: For fairness the same discount percentage should apply to all club member purchases.

Identify the Coin's Precious Metal Content and Formulas to use to Implement Purchase Program

In the attached spreadsheet is a list of silver and gold coins with their weight and precious metal content. The spreadsheet also has the correct formulas for the calculation of the value of the precious metal content and a space for the discount percentage rate to be put into the spreadsheet. This spreadsheet can be used to purchase coins from a member by just inputting the precious metal spot price, discount percentage and the number and type of coins to be purchased.

The club **will buy silver and gold coins at a discounted spot metal price** based on the precious metal **content** of coin. (See the attached spread sheet for implementation details)

Again the Coin Program Benefit is that:

- The club members can sell their coins with no effort and receive a fair price.
- The club saves money by not paying dealer markup, gets a spot price discount, and no sales tax.

Setup a Process for Members to Sell their Coins

The club should purchase coins once a month or as required. (Before any purchase is made the coin program team must first obtain the club's treasurer's approval for any coin purchase.)

The club will need to prioritize the members that volunteer to sell their coins to the club's purchase program. This can be accomplished by placing each members name on a piece of paper and then draw the names. The members

will be contacted to sell their coins in the order drawn. All names will be drawn at one time with an ordered list created for fairness. A new list will be generated when the end of the first list is reached.

Establish Coin Inventory Levels

The club should establish a maximum dollar amount to be purchased at one time from any single member.

The club should control the number of Silver Dimes, Quarters, Halves, and Dollar coins to be purchased. The suggestion is that there should be no more than one 1/10 ounce gold coin in inventory at any time and up to two gold Peso coins.

Establish Accountability Standards

The club will need to define how much of the club's funds will go toward the program and how much of the funds will be tied up in coin inventory at any given time.

The club needs to have two to three members manage the program. By having three members assigned to the program will provide for a good check and balance of the clubs coin inventory and coin purchasing effort.

The attached spread sheet could be used for customer (club member) receipt, and a copy of the spread sheet receipt will need to go to the treasurer for his / her records. It is important to use a common method to report a purchase. The same spreadsheet can be used to manage the coin inventory.

Below is a suggested percentage breakdown of coin purchases and inventory levels. If a club establishes a coin purchase program it will need to identify its own percentage breakdown based on the club's past coin usage pattern and future need.

	<i>Purchase</i>	<i>Inventory Level</i>	
▪ Dimes	17%	20%	for annual hunts
▪ Quarter's	13%	20%	for membership, oldest coin
▪ Halves	18%	15%	for raffles
▪ Dollars	32%	25%	for raffles, annual hunts
▪ Silver Rounds & Bars	20%	20%	for raffles, annual hunts
Sub-total	100%	100%	
▪ Gold Coins	2ea	3ea	for raffles, annual hunts

Summary: This Coin Purchase Program would not benefit all clubs since the program needs a fair size base to make purchases. The club should have a sizable membership for the program to operate correctly and for the club to meet its coin requirements. However, this type of program could be used for special events like an annual hunt or special raffles if the club did not want to use it for coin purchases.

The Coin Purchase Program should be considered an alternative to going into the coin dealer market for coins, rounds and bars.

<http://www.mdhtalk.org/articles/club-coin-purchase/club-gold-silver-calculator-special.xls>

Appendix A: Ethics for Responsible Metal Detecting

- I **will** check Federal, State, County and Local Laws before searching. It is my responsibility to KNOW and UNDERSTAND THE LAW.
- I **will** report to the proper authorities, individual who enter and / or remove artifacts from Federal or State Park / Preserves / Historical Sites.
- I **will** never remove or destroy priceless historical archeological treasures.
- I **will** not enter Cemeteries for the purpose of metal detecting.
- I **will** protect our Natural Resource and Wildlife Heritage.
- I **will** not enter private property without the owner's permission and when possible, such permission will be in writing.
- I **will** take care to refill all holes and try not to leave any damage.
- I **will** remove and dispose of any and all trash and litter that I find.
- I **will** not destroy or tamper with any structures on public or private property or what is left of Ghost Towns.
- I **will** not contaminate wells, creeks, or other water supplies.
- I **will** not tamper with signs, maintenance facilities or equipment and leave all gates as found.
- I **will** approach and educate those who do not follow good metal detecting practices.
- I **will** not metal detect in competitive hunts if I am the Hunt Master or plant hunt targets.
- I **will** make every effort to return found property to its rightful owner.
- I **will** be an ambassador for the hobby, be thoughtful, considerate and courteous at all times to others and their property.

Appendix B: Sample Waiver or Release Form

Event Name Sponsor by Club

Club Name - Release / Waiver Form - Date

Waiver Form Example

As a member of the _____ Club. I _____ fully understand that attending the _____ outing I will be fully responsible for my actions and at no time will have a legal or financial claim against, nor hold responsible, any club member or club officer of the _____ club for any equipment lost or damage, monetary compensation for mileage and time or for any bodily injuries that I may receive by my participation in the _____ Outing.

By participating in any event, I am assuming the risks associated with the outing and I release the above named club, their officers and individual members from any liability.

By signing this waiver I understand that I release all property owners (private land owners and mining claimants) of any liability or responsibility for any accidents, injuries, problems that may occur during this outing on their property.

I will be responsible for my own equipment and actions and agree to **NOT** hold _____ responsible in any way. By having signed this document I agreed to the above terms.

Signed: _____ Date: _____ Time: _____

DISCLAIMER:

The following waiver is not a lawyer created metal detecting legal letter. If a MORE formal waiver is required you must contact a legal representative in your area.

Liability Waiver:

Please note the following concerning a liability waiver. Waivers may be used between individual, however, if there is an injury or other issue that may arise insurance companies could get involved from either party. Insurance Companies will probably not honor any previously agreement made between the parties either oral or in writing.

Appendix C: Informal Permission Letter

There are no property's (land) in the U.S. that will not have an owner, either public or private. To be able to metal detect on these lands you may need the property owner's permission and when ever possible it is best to get permission in writing (Private Property Only).

Remember that all National Park Lands, National Recreation Areas or any other Historical lands, monuments or building are off limits to metal detecting or even having a metal detector in your possession on these lands may be against the law.

Also many states, cities, school entities and counties have regulations that will make metal detecting against the law. In some cases there may be a requirement to get a metal detecting permit from a public agency.

If you are successful in getting permission to search, remember to ask the property owner if there are historical locations on the property. This is important as you may not detect at an historical place on the land even with the property owner's permission. (This may vary from State to State)

DISCLAIMER:

The following permission letter is not a lawyer created metal detecting legal letter. If a MORE formal permission to metal detect letter is required you must contact a legal representative in your area.

Liability Waiver:

Please note the following concerning a liability waiver. Waivers maybe used between individual, however, if there is an injury or other issue that may arise insurance companies could get involved from either party. Insurance Companies will probably not honor any previously agreement made between the parties either oral or in writing.

Informal Permission Letter

I am requesting permission to search for coins and relics with a metal detector on your property. I am a metal detecting hobbyist and preserve my finds for the pure enjoyment. My recovery methods require the use of hand tools, such as a probe, screw driver or a small trowel and I try to leave no identifiable trace of my activities. I respect all property and will not deface or alter anything in regards to my target recovery methods.

Property Address: _____

The metal detecting will take place during non-working hours, unless approved otherwise, and will not interfere with the work in progress.

Specific Time: _____

Hobbyist: _____

Guest: _____

Starting Date: _____ Time: _____

Ending Date: _____ Time: _____

Hobbyist and his guest are fully aware that they are entering the property solely at their own risk, and in doing so will hold free of any claims and /or liabilities against said property owner or authorization party.

This Permission request must be in possession when on the property, and available upon request.

Authorizing Party: _____ Date: _____ Time: _____

Phone: _____

Hobbyist: _____ date: _____ Time: _____

Phone: _____

Appendix D: Informal Permission to Metal Detect on Private Property

There are no property's (land) in the U.S. that will not have an owner, either public or private. To be able to metal detect on these lands you may need the property owner's permission and when ever possible it is best to get permission in writing (Private Property Only).

Remember that all National Park Lands, National Recreation Areas or any other Historical lands, monuments or building are off limits to metal detecting or even having a metal detector in your possession on these lands may be against the law.

Also many states, cities, school entities and counties have regulations that will make metal detecting against the law. In some cases there may be a requirement to get a metal detecting permit from a public agency.

If you are successful in getting permission to search, remember to ask the property owner if there are historical locations on the property. This is important as you may not detect at an historical place on the land (This may vary from State to State) even with the property owner's permission.

DISCLAIMER:

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Liability Waiver:

Please note the following concerning a liability waiver. Waivers maybe used between individual, however, if there is an injury or other issue that may arise insurance companies could get involved from either party. Insurance Companies will probably not honor any previously agreement made between the parties either oral or in writing.

Informal Permission to Metal Detect on Private Property

Informal Permission to Metal Detect on Private Property

I, _____, the owner of the property;

Address: _____

City: _____

State: _____

Phone: _____

Date: _____

have given permission to the bearer of this agreement, to use a metal detector to search for and recover buried

coins, relics, and other artifacts located on my property. It is understood that item recovery involves the digging of small holes, which will be repaired as nearly as possible to the land's original condition. This permission shall remain in effect.

Property: _____

Start Date & Time: _____

End Date & Time: _____

after which it is agreed that no further metal detecting will be allowed on the property.

Owner's Signature and Address:

Hobbyist Signature and Address:

Date: _____ Time: _____

Date: _____ Time: _____

Liability Waiver Form

In consideration of permission granted to me to search for and recover buried relics, coins and other artifacts, using a metal detector at the property address below,

Address: _____

City: _____

State: _____

and owned or legally occupied by, _____,

I, _____, agree to release and discharge any and all liability claims resulting in any personal injury incurred at this site, during the period this written permission is in effect. This document shall be forever binding.

Date: _____ Time: _____

Attached is a copy of our Metal Detecting Ethics

Ethics for Responsible Metal Detecting

- I **will** check Federal, State, County and Local Laws before searching. It is my responsibility to KNOW and UNDERSTAND THE LAW.
- I **will** report to the proper authorities, individual who enters and or remove artifacts from Federal or State Park / Preserves / Historical Sites.
- I **will** never remove or destroy priceless historical archeological treasures.
- I **will** not enter Cemeteries for the purpose of metal detecting.
- I **will** protect our Natural Resource and Wildlife Heritage.

- I **will** not enter private property without the owner's permission and when possible, such permission will be in writing.
- I **will** take care to refill all holes and try not to leave any damage.
- I **will** remove and dispose of any and all trash and litter that I find.
- I **will** not destroy or tamper with any structures on public or private property or what is left of Ghost Towns.
- I **will** not contaminate wells, creeks, or other water supplies.
- I **will** not tamper with signs, maintenance facilities or equipment and leave all gates as found.
- I **will** approach and educate those who do not follow good metal detecting practices.
- I **will** not metal detect in competitive hunts if I am the Hunt Master or plant hunt targets.
- I **will** make every effort to return found property to its rightful owner.
- I **will** be an ambassador for the hobby, be thoughtful, considerate and courteous at all times to others their property.