

## **AC Delco Committee**

Role description:

### **Records Officer**

1. Ensure the Club is run and managed in accordance with its constitution.
2. Advise club members about the handicap and classification systems and how to achieve their own handicap score/classification. Prepare and maintain information about this for inclusion on the Club website
3. Collect qualifying scores, calculate handicaps and classifications, and advise members of their standing.
4. Collect club records and publish these on the Club website along with any County records achieved by club members.
5. Monitor achievements of club members, including club teams, in record status, non-record status, and club shoots and publish on the club website achievements such as team league positions, the winning of competition medals, achievement of rose awards, selection of archers for county or national teams and with due recognition to the coach(es) who have helped successful archers towards their achievements.
6. Identify, from the competition scores provided, the archer who should be awarded the annual improvement medal at the AGM.

1 December 2022