

Title: Records & Events Officer

Outline: To organise internal competitions and provide information on external competitions and to maintain club scoring records

Responsible for: Database of club scoring records

Responsible to: The Chairman & Committee

Main Contacts: Members of the club.

“General” Main Tasks	“Specific” Tasks Agreed with the Committee
Arrange a programme of club shoots throughout the year	
<ul style="list-style-type: none"> Arrange club competitions including advertising, organisation including field teams, scorers and others necessary for the smooth running of a competition, arranging judges and equipment etc 	<ul style="list-style-type: none"> Make general arrangements and assist in the organisation of shooting events at Ely Archers facilities in association with external organising bodies e.g. CAA.
<ul style="list-style-type: none"> Receive notifications of external competitions via direct approach, Archery GB magazine and other sources as appropriate and make the details known to all club members in good time 	
<ul style="list-style-type: none"> Submit applications on behalf of members to take part in external competitions in good time 	
<ul style="list-style-type: none"> Maintain scoring records of members 	<ul style="list-style-type: none"> Administer the seasonal achievement awards schemes
<ul style="list-style-type: none"> Calculate and issue members handicaps 	
<ul style="list-style-type: none"> Maintain scoring database 	
Be a full and active member of the Committee.	<ul style="list-style-type: none"> Keep the Rule Book up to date following any amendments by Archery UK