



Background

Warringham Archery Club (WAC) has archers of different abilities shooting various bow styles.

Archers are able to shoot for awards and recognition within the sport. Fundamental to this is the keeping of accurate records of an archer's score.

Key roles

Records

1. Supply indoor and outdoor score sheets relevant to round being shot.
2. Prepare target lists at the beginning of each shoot
3. Record archers' round and score after each shoot. Calculate handicap and classification after each shoot.
4. Calculate winners of competitions, based on scratch and handicap scores.
5. Calculate handicaps and classification at the end of each winter season
6. Receive and record members' results from external tournaments.
7. Keep historical records of all members' scores/awards.

Awards

8. Obtain medals and label them. Obtain classification and award badges.
9. Collect WAC trophies and ensure they are cleaned and suitable for presentation. If appropriate, label them for engraving.
10. Prepare awards lists. Hand out to members, as appropriate.
11. Notify Archery GB regarding the award of annual Handicap Improvement medal.
12. Notify Archery GB of 6-gold end claims (3-gold end for longbows).
13. Present WAC trophies at the AGM and Winter Social.

Additional

14. With the Club Captain, prepare Fixture List for the summer and winter seasons.
15. Enter teams in the Surrey and British Archer winter postal leagues. Record and report results as required.
16. Inform the County Records Officer of:
 - any scores of that meet the requirements of county's Ranking and Records Policy (every 2 months in winter); and,
 - any County Records claims, that meets the County criteria.
17. Work with other members of the Committee and the Club to follow up agreed actions and ensure they are completed as agreed.



Reporting

18. Prepare and present a report at the Club's AGM, highlighting significant milestones in WAC year.

General

19. Any personal information shall be processed in accordance with the WAC "Data Protection Policy and Procedures".
20. Notify Directors to any potential change to the Memorandum & Articles of the Company and Constitution of the Club and propose draft amendments to either as a consequence of changing law, Club practices or CASC compliance requirements.

Accountability

The post holder is a member and director of WAC. Members appoint the post holder each year at the WAC AGM.