



Berkshire Archery Association

BAA Job Description: Match Secretary

Principle duty: as a committee member to be the point of contact for the organization intercounty events, and the relevant Team Selections

Main Tasks

- Coordinating with neighbouring counties, to organize inter-county shoots through the year
- Administration of the entry of Berkshire Archery Association to Regional and National Intercounty Team Competitions
- Collaborate with the county Records officer and junior rep to select the athletes for the county shoots
- Organize the purchase and distribution of the county team clothing, where applicable
- Record the county team representatives for receipt of County badges and year flashes.