



# ***Berkshire Archery Association***

## **BAA Committee Job Description: Records Officer**

**Principle duty:** Central point of contact in the county for the compilation of Scores and record claims from BAA archers via their Club Records Officer, and with the SCAS Regional Record Officer.

### **Main Tasks**

- Point of contact for BAA Club Records Officers
- producing the monthly ranking tables for indoor and outdoor scores (Leisure and Competition) - this is relatively simple as there is an automated excel program involved - but there is some reformatting required by the webmaster.
- verifying and issuing of the county records certificates and population of these on the website
  
- Officer of the BAA Committee, for annual renewal, submitting reports and attending BAA committee meetings (4 a year) and the BAA AGM.
  
- Assist in the selection of the county team (based on the rankings) in collaboration with the Match Secretary and Junior Rep, where applicable.
  
- Compilation of County Awards for county team recognition to Receive County Badge (first event) and subsequent year badges, forwarded to the BAA Secretary for the AGM.
  
- Answering Queries relating to Records, score submission, Regional SCAS records, etc.

### **Secondary Tasks**

- In absence of Match Secretary, booking of the entries for the Archery GB National Inter County Team Tournament and regional SCAS inter-county team events
  
- In absence of a Match Secretary, ordering county shirts