



Tuggeranong Archery Club

Role Description

Recorder

Role Statement

The role of the Recorder is to collect and record archers scores from tournaments, QREs and club shoots for the purposes of submitting records and issuing awards and classification medals.

Reports to

Committee 3

Desirable Attributes:

- A knowledge of the Archers Diary administration and/or good computer skills.
- An attention to detail.

Specific duties include but are not limited to:

- Collect and file hardcopy scorecards from tournaments, QREs and events.
- Regularly check Archers Diary for club level classification medals and awards that need to be presented.
- Liaise with the AACT Recorder for:
 - RGB and AA level classification medals and awards.
 - Submission of scoresheets to the AACT Recorder for RGB and AA level record claims.
- Monitor stocks of club level medals and order new stocks of medals subject to Committee approval.
- Issue of club, RGB and AA medals to members on a regular basis.