



BOWMEN of BRUNTWOOD

RECORDS OFFICER DUTIES AND RESPONSIBILITIES

Summary

- Send entries for winter postal leagues and Cheshire indoor shoot
- Compile / complete knockout tables for club indoor and outdoor competitions
- Compile / complete returns for Bray league, frostbite league and club table & Portsmouth league including archer of the year
- Receive score sheets from individuals
- Update individual record cards with score / handicap / classification
- Compile list of trophy / medal winners for presentation evening from club records
- Assist chairman in distributing awards at presentation evening
- Keep the web site "Club Records" page updated

A more detailed month by month explanation is available via the Records Officer or Secretary.