

## **Terms of Reference for HAA Records Officer**

### **Key Role**

The primary function of the role is the maintenance of the database of Hampshire Archer Association records. These are maintained through the HAA website and are broken down as follows:

- Records shot in competitions and those shot in All Events, including club target days
- Records for Ladies, Junior Ladies, Gents and Junior Gents
- Records for different bowstyles as per Archery GB rules, e.g. recurve, longbow etc.
- Records for each round including target, field, clout and flight archery

In order to maintain these records it is also necessary to maintain the database entries for each archer including the club they belong to.

### **Secondary Role**

The role also includes a secondary function, which is to assist the webmaster and report any relevant activity on the HAA website

### **Additional Activities**

From time to time additional activities are undertaken. There are no set activities, but these include or have included:

- Assessment of funding requests as part of a sub-committee for this purpose
- Adding items to the calendar on the HAA website
- Adding news items to the HAA website
- Administering the JAWS badge scheme
- Assisting SCAS in building a database of regional records