

## **Records Officer**

### **Role description:**

The Records Officer is responsible for providing a way for members to submit scores to claim club records and to submit scores for the purpose of obtaining classifications, handicaps, and awards.

### **Tasks**

- Ensure the Club is run and managed in accordance with its constitution.
- Advise club members about the handicap and classification systems and how to achieve their own handicap score/classification. Prepare and maintain information about this for inclusion on the Club website
- Publish all club records on the club website
- Provide a method for club members to submit scores towards classifications, achievements, and club records
- Make available the latest classification tables and award schemes to members
- Record all scores submitted by members in their records, where requested
- Administer the distribution of classification and award badges.