

Archery Victoria Guidance Note			
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Club Recorders Guidelines

1. General

1.1 Each affiliated Member Club of Archery Victoria should appoint a Club Recorder

1.2 The general duties of the Club Recorder are as follows:

- Ensure that all registered club members are also registered on Archers Diary,
- Assist club members with accessing and using Archers Diary,
- Be familiar with the uses and functions of Archers Diary,
- Be familiar with Archery Australia and World Archery Rules in relation to records and awards,
- Assist club members in making any claims for State Records, National Records or National Championship records,
- Assist club members in making any claims for any badges or awards from Archery Victoria, Archery Australia or World Archery that they may become eligible,
- Liaise with the Archery Victoria State Recorder and Archery Victoria Badges Recorder in making claims for any records, badges or awards,
- Setup events in Archers Diary, in particular registered events (QREs or Open Tournaments) that their club may run, and
- Ensure that registered events run by their club comply with Archery Australia and where applicable, World Archery rules.

1.3 In addition, the Club Recorder may also undertake the following duties:

- Maintain a register of club records (Archers Diary has a facility to do this),
- Setup and run club level events.

2. Archers Diary

2.1 Members acting as the Club Recorder shall be registered as such on Archers Diary. Doing so requires completion of an application form that may be found here [Archers Diary Application](#), see Appendix A of this document.

Note: Members who are granted Club Recorder access are not permitted to share their personal login details with another person. Doing so may result in them being barred permanently from Archers Diary.

2.2 The Club Recorder shall familiarise themselves with the process for setting up Club level events in the Archers Diary.

2.3 If a Club conducts Registered events (QREs or Open Tournaments) the Club Recorder shall be familiar with the process for setting up these events in Archers Diary. In particular, ensuring that events are assigned the correct level, and recording Judges and DOS names correctly.

2.4 In the case of a Club acting as a host for a State Championship event, the Club Recorder shall ensure that the event is setup in Archers Diary as an Archery Victoria event under the auspices of the host Club. The Archery Victoria State Recorder will assist with this process and can be contacted at staterecorder@archeryvic.org.au or via the Archery Victoria Secretary.

3. Records

3.1 The Club Recorder shall regularly check in Archers Diary to ascertain if any of their members having shot in registered events are eligible to claim State or National Records. The Club Recorder will assist members in making these claims. The Archery Victoria State Recorder is available to assist with the claims process.

3.2 The Club Recorder may also maintain a log of Club Records. This can be done in Archers Diary or in any other form they wish.

3.2 Each Club is free to decide the basis on which Club records may be set or rounds which are eligible.

Note: Archers Diary will only recognise Club Records in line with Schedule 4B of the current Archery Australia Rule Book.

4. Other Awards and Badges

4.1 Club Members may meet the criteria for receiving other awards and badges. These may include but are not limited to, All Gold and Perfect Badges, Classification Badges, World Archery or Archery Australia Star awards.

The Club Recorder shall assist members in claiming these awards and liaise with the Archery Victoria Badge Recorder (badges@archeryvic.org.au) for claims.

4.2 If deemed necessary, the Club Recorder may maintain a stock of award badges to present to their members.

5. Scorecards

5.1 The Club Recorder is responsible for custody of scorecards from any registered events (QREs and Open Tournament) that a club conducts.

5.2 Scorecards are to be retained for 12 months after the event, after which time they may be destroyed.

5.3 The Club Recorder shall ensure that proper processes for checking scorecards from registered events are in place. They may appoint a delegate to undertake this task.

5.4 Checking should be undertaken in line with Archery Australia Rules and the Archery Australia Results and Scoring Policy <https://archery.org.au/wp-content/uploads/2026/01/Results-and-Scoring-Policy-1075-.pdf>

Appendix A Archers Diary Application Form



Access Application to the Archers Diary event management and recording software

Archers Diary is available for use by any of the Clubs throughout Australia who are registered and affiliated with Archery Australia Ltd.

Please fill out the form below to request a log in to allow you to administer the system on behalf of your club.

I hereby request login details to allow me to Log on and access the Archers Diary event management and recording software for my (Club / RGB / AA), strike out whichever is not applicable.

Clubname:.....

RGB:.....

Name:.....

Signature:

Title:.....

Email..... Phone:.....

Date: .../...../.....

We hereby authorise the above person to be given the logon details for our Club.

President of Club / RGB

Secretary of Club /RGB

Name:.....

Name:

Signature:.....

Signature:

Date:/...../.....

Date:/...../.....

NOTE: all the above people signing this form must be and remain current financial members of Archery Australia Ltd. to maintain this log on

Return completed forms to :

Archery Australia Ltd
P.O. Box 32,
Sydney Markets NSW 2129
Or Email info@archery.org.au



ABN 26 458 735 812



ARCHERS DIARY event management and recording software Confidentiality / Privacy Agreement

I hereby acknowledge that I understand that my use of the Archers Diary event management and recording software and any associated systems is under the following conditions;

- All information viewed or downloaded from the system shall be kept strictly confidential and will only be used to allow me to carry out the duties assigned to me by my Club, RGB or Archery Australia.
- I Shall keep my password secure and not allow anyone else to use it.
- If I believe that my password has or may have been compromised then I will notify Archers Diary immediately to have it reset.
- Any computer that I use to access the system shall have; A password protected at the log on stage or start up Up to date antivirus software Connection only to a secure Internet connection.
- Any printed material which contains sensitive information --- names, addresses, contact details, etc --- shall be shredded or otherwise securely destroyed prior to disposal when it is no longer required or upon my cessation in the role assigned by my Club, RGB or Archery Australia that required my access to it.
- Any files stored electronically containing the above sensitive information shall be deleted when either no longer required or upon my cessation in the role assigned by my Club, RGB or Archery Australia that required my access to it I understand and agree to these conditions.

NAME: _____ Signed: _____

Date __/__/__

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