



Gloucestershire Archery Society Records Officer Handbook

November 2025

Introduction

This guide is put together to help club records officers across the county, it explains what county records are available and what information we need from clubs.

Submission of this information is used not only to maintain the County Records but also to help the Team Managers identify archers for County Teams and Development Teams.

Role of the Club Records Officer

Club Records Officers do a large amount of work within their own club looking after club records, archers' handicaps and the large number of club awarded badges that are available, both from Archery GB (classifications, handicap improvement, progress awards etc) and other badges regularly used in clubs (frostbite, 252 etc).

If Club Records Officers want any help with the above activities, then please get in touch with the County Records Officer who can help clubs get set up.

Club Records Officers are also an important part of the County Records process. Club Records Officers should validate and submit scores for County Records and County Team selection.

Monthly Score Submission

Please submit all scores from all archers, in the past some clubs have only submitted handicaps and new County Records but this doesn't allow team managers to see which archers are shooting suitable rounds and scores for invitation to County Development Squads and the County Team.

Scores can either be submitted via [Ranking Score Submission](#) provided on the County Website..

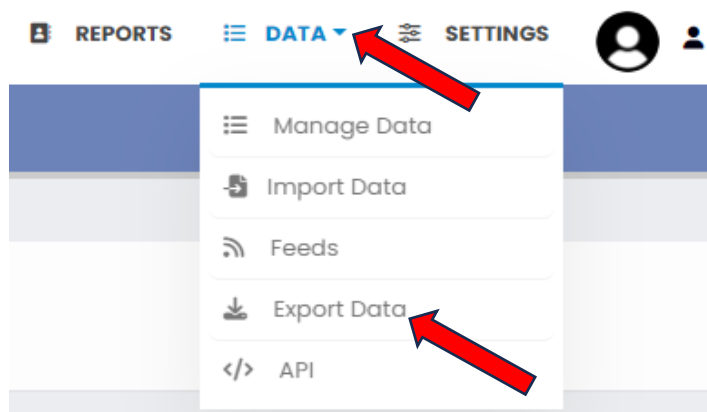
You can also use [Golden Records](#).

Score Submission Form

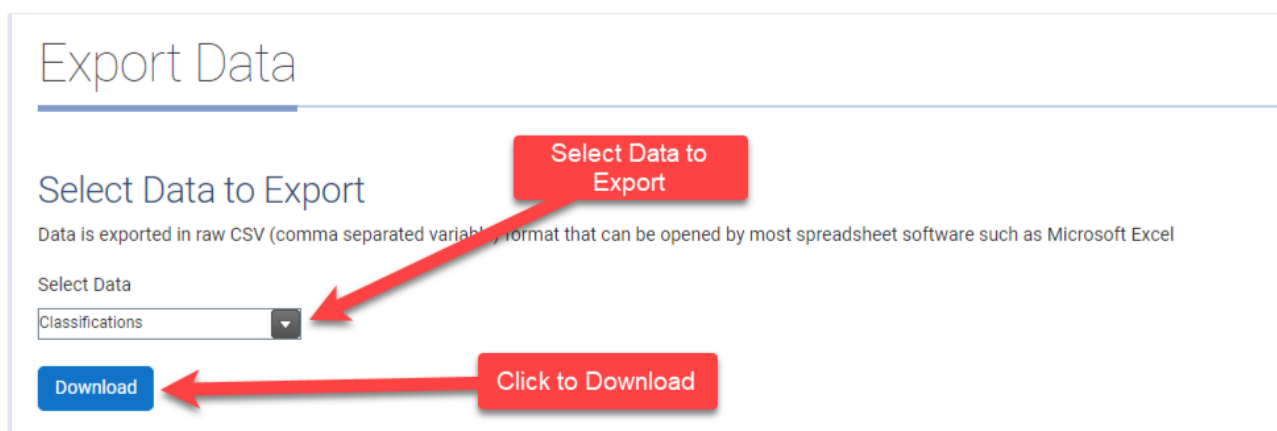
Please complete all columns/fields on the form

Name	Full Name
Archery GB No.	Must be an affiliated archer
Age Group	Under 12, Under 14, Under 15, Under 16, Under 18, Under 21, Senior, 50+
Gender	Men, Women, Other
Class	Barebow, Compound, Longbow, Recurve
Round	Archery Round ie. WA 50m, WA 70m, York, Hereford, Bristol I, Metric I
Score	Total Score
Handicap	Use the online calculator to input the handicap for the round. Calculator
Classification	Use the online calculator to input the classification for the round. Archery Classification Calculator
Date Shot	Date Shot
Location	Tournament Location, Venue, Club
Type	Outdoor/Indoor
Record Status	True
Qualifying	Leave blank. This will be ratified by the County Records Officer
Status	Open Competition, UKRS, WRS
Archery Club	Your Affiliated County Club or AGB

Download Golden Records Archers Score Submissions



Click the down arrow of the data button on the menu bar and click Export Data



Select data to export from drop down list.

Data is exported as comma separated variable (CSV) which can be opened by most spreadsheet software such as Microsoft Excel.

Forward downloaded data to the county records officer.

Available Categories

County Records are available for any combination of the following categories

Status

The County maintains County Records which must have been shot at either a UKRS or WRS shoot. The County also maintains "All Time Records" which can be shot at club target days or open competitions even if they don't have Record Status.

Bowstyles

- Recurve
- Compound
- Barebow
- Longbow

Genders

- Men
- Women

Age Groups

- Under 12
- Under 14
- Under 15
- Under 16
- Under 18
- Under 21
- Senior
- 50 +

Archers will be eligible for multiple age groups, for example;

- An Under 18 will also be eligible for Under 21 and Senior Records
- A 50+ will be eligible for Senior Records

Gloucestershire Archery Society follows the Archery GB “Year of Birth” rule, for example;

- An archer aged 15 - A competition takes place in September; the archer is 15 on 1 July – they will take part in the Under 16 Class
- An archer aged 49 – A competition takes place in April, the archer is 50 in November – they can take part in a 50+ Class

Annual Handicap Re-assessment

Each January clubs should re-assess Outdoor Handicaps for the start of the season in accordance with the Archery GB Shooting and Administrative Procedures. Please provide these to the County Records Officer as they form the basis of the Handicap Improvement.

Handicap Improvements

Handicap Improvements from January to September are used to award the Joyce Harding Salvagers. The criteria for improvement is the greatest reduction in an individual's outdoor handicap from the beginning of the year to the end of September.

Handicap Improvement scores should be submitted to the County Records Officer in October.

Joyce Harding Salvagers

Joyce Harding, a member of Imperial Archers, was a keen Coach and encouraged archers at all levels of competence. In memory of her achievements four silver salvagers were purchased to be presented at the society's Annual General Meeting for the most improved archers –

- Gentleman
- Lady
- Junior Gentleman
- Junior Lady

Lacey Trophy

This trophy is named for Tony (Slim) Lacey, a past president to who wished to encourage inter-club competition. It is a postal shoot and all bow types are included as the results are based on handicap.

Each club participating nominates one night in July to shoot a Long National round for gentlemen and a National round for Ladies and Juniors. The trophy is awarded to the winning club at the society's Annual General Meeting.

Scores submitted for the Lacey Trophy should be on the template provided by the county and should include the archers current handicap and the handicap adjusted score for the round they are shooting.

Available Rounds

The following are some of the rounds eligible for County Records.

WA 70m, , WA 60m, WA 50m Barebow 122/50, WA 50m Compound, Metric 120-40, Metric 120-30, WA 1440 (90m), WA 1440 (70m) / Metric I, WA 1440 (60m) / Metric II, Metric III, Metric IV, Metric V York, Hereford / Bristol I, Bristol II, Bristol III, Bristol IV, Bristol V.

[Follow the links on the Classification & Handicap Tables to see a full list of Archery Rounds.](#)

While Archery GB makes a distinction in the names for different classes because the County allow all classes to shoot all rounds, we only use a single name.

When submitting records please check the spelling of round names, while the County Records Officer may pick up some mistakes, we have in the past accidentally created additional records when clubs submit a Bristol 2 rather than a Bristol II.

Classifications & Handicaps

Please use these links for the Archery GB official classification and handicap tables and classification & handicap calculator.

[Classification Tables Barebow](#)

[Classification Tables Compound](#)

[Classification Tables Longbow](#)

[Classification Tables Recurve](#)

[Archery GB Handicap and Classification changeover procedures](#)

[Handicap Tables](#)

[Handicap & Classification Calculator](#)

Comments/Questions

This handbook is designed to help Club Records Officers, if you feel there is any missing information or mistakes, please get in touch with the County Records Officer.

Likewise, if there is anything the County can do to help Clubs with records management please reach out, we are stronger together.