

Volunteer Archivist Team – Briefing Note

Scottish Rowing | 150th Anniversary (Sesquicentennial) 2031

Purpose of the Archivist Team

As Scottish Rowing approaches its **150th anniversary (Sesquicentennial) in 2031**, we are establishing a volunteer Archivist Team to help review, preserve and share the history of rowing in Scotland.

The purpose of the team is to support Scottish Rowing to:

- Better understand and organise its historical material
- Safeguard important records and stories
- Help shape how the sport's history is presented in the lead-up to 2031

Originally founded as the Scottish Amateur Rowing Association (SARA), Scottish Rowing's history spans clubs, communities and generations. Much of that history sits outside formal archives, and this project aims to capture it carefully and respectfully.

What volunteers will do

The Archivist Team will support a range of activities, depending on interests and availability. These may include:

- Reviewing and cataloguing historical material held by Scottish Rowing
- Supporting affiliated clubs, by agreement, to identify and document their own archives
- Digitising selected materials such as photographs or documents
- Creating simple inventories, timelines or summaries of key people and events
- Highlighting gaps in the historical record
- Supporting the capture of oral histories, where appropriate
- Contributing ideas for how archive material could be shared publicly ahead of 2031

Volunteers are **not expected to do everything**. Roles will be shaped around skills, interests and time available.

How the team will operate

- The Archivist Team will operate under a **light-touch governance structure**
- The team will **report into the Chief Executive of Scottish Rowing**
- A named staff member will act as the main day-to-day contact
- Work will be coordinated collaboratively, with flexibility around when and how volunteers contribute
- Progress will be shared through informal updates rather than formal reporting

Access to materials and clubs

- Access to Scottish Rowing materials will be arranged by staff
- Any engagement with affiliated clubs will take place **by agreement** and with respect for club ownership of materials
- Volunteers will not remove original materials without explicit permission
- Guidance will be provided on handling, storage and digitisation of historical items

Working with external heritage bodies

Where appropriate, the Archivist Team may explore informal engagement with national heritage organisations to seek advice on archival standards, preservation and potential future collaboration linked to the 150th anniversary. Any such engagement will be agreed in advance with the CEO.

Support and expenses

To support the work of the Archivist Team, **a small project budget will be made available**, with any expenditure agreed in advance. This may include costs associated with digitisation, materials or agreed travel linked to project activity.

What we're looking for

Volunteers do not need to be professional archivists. We welcome people who:

- Have an interest in history, heritage or storytelling
- Care about rowing in Scotland and its people
- Are organised, curious and respectful of historical material
- Are comfortable working independently or as part of a small team

Experience in archives, museums, libraries, research, photography or digital media is helpful but not essential.

Time commitment

This is a **flexible, long-term volunteering opportunity** understanding that availability will vary. Volunteers can contribute at a pace that suits their other commitments.

Next steps

Volunteers will be invited to an initial conversation to:

- Discuss interests and availability
- Clarify roles and expectations
- Agree practical next steps

Further guidance and support will be provided once the team is established.