



Results & Records Officer



The Results & Records Officer is responsible for the updating and compiling of all athletes' performances and records.

Roles and Responsibilities:

- Record all athlete performances at Centre meets using a suitable computer program.
- Compile and maintain weekly result summaries.
- Where the Centre maintains official records, compile, maintain and regularly update records for each recognised event.
- Assist the Officer for Championships in selecting athletes to represent the Centre at carnivals where a selection criterion is required.
- Collate results to facilitate the awarding of Centre trophies at the end of the season.
- Respond to enquiries from parents requesting their child attempt a record
- Coordinate officials and/or committee members to oversee and verify record attempts.

Various duties of the Results & Records Officer may include:

- Ensure data storage is properly backed up or protected.
- Set up and administer of Centre result program eg Timing Solutions
- Enter Weekly results into the system