



Bacchus Marsh Little Athletics Centre

Position Description

Position Title:	RECORDS AND RANKING
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Purpose of position:

The role of the Results Coordinator is to devise and manage an efficient process to capture all results and compile the data to access for future ranking purposes. Ranking of performance results is also a common duty of this position.

Compulsory Requirements:

- Current WWCC (or exemption as serving Police Officer or Registered as a working teacher with a current VIT registration).
- Signed Child Safe Code of Conduct
- Undertakes the role in good faith and honestly at all times
- Act in the best interests of the Centre at all times

Desirable Attributes:

- Basic data entry and computer skills
- Good communication skills

Specific duties include but are not limited to:

- Recover results of each athlete's performance from every event conducted on the program.
- Compile and enter data in electronic form or hard copy as per Centre's mode of operation.
- Ensure data storage is backed up or protected.
- Organise event folders and print off field competition recording forms and track seeding sheets each week
- Approving centre records and informing President
- Liaising with LA Vic office to ensure LA Vic events results are migrated across into our Results HQ platform (State Combined Championships, Regional and State T&F Championship results)
- Allocate points for performance in accordance with respective award schemes and update records for the awards.
- Prepare Championship Day recording data, awards for presentations and liaise with LA Vic for service recognition awards.

The estimated time commitment required as the Results Coordinator is 1 to 3 hours per week (depending on the size of the Centre)