Bacchus Marsh Little Athletics Centre

Position Description

Position Title:	RECORDS AND RANKING

Purpose of position:

The Records and Ranking Coordinator is responsible for developing and maintaining a streamlined process for capturing, managing, and organizing competition results. This role ensures the accurate compilation and entry of data for athlete performance tracking and ranking. A key focus is the integrity and consistency of results, which serve as the basis for rankings, awards, and record verification.

Compulsory Requirements:

- A current Working With Children Check (WWCC), or exemption as a serving Police Officer or a registered teacher with current VIT registration.
- Signed acknowledgment of the Child Safe Code of Conduct.
- Demonstrates honesty, integrity, and a commitment to performing the role in good faith.
- Acts in the best interests of the Centre at all times.

Desirable Attributes:

- Proficient in basic computer and data entry tasks.
- Strong organizational and communication skills.
- High attention to detail and accuracy.
- Ability to work both independently and as part of a team.

Specific duties include but are not limited to:

- Collect and consolidate athlete performance results from all events in the competition program.
- Accurately input field event data into ResultsHQ at the conclusion of each competition day.
- Upload track event results from RaceHQ to ResultsHQ.
- Prepare event folders and print field event recording sheets and track seeding sheets prior to each competition day.
- Review and validate new Centre records.
- Liaise with LAVic to ensure results from LAVic events are integrated into the Centre's ResultsHQ platform.
- Allocate performance points in line with Centre award criteria and maintain up-to-date award records.
- Assist with the preparation of Championship Day data, presentations, and coordination of service recognition awards with LAVic.

The estimated time commitment required as the Record and Ranking Coordinator is 2 to 3 hours per week.