

RECORDER

The Duties listed below allow for personal creativity and may vary from Centre to Centre.

The Recorder shall be responsible for;

- ❖ The correct entry of the results sheets of each Centre Meet
- ❖ The collating, publication and distribution (often via Chaperones) of individual result tickets for each event attempted by each Athlete on each Centre Meet.
- ❖ The publication and distribution of weekly results summaries for publication.
- ❖ The formulation and application of adequate procedures to ensure the accuracy and veracity of all results recorded.
- ❖ The maintenance and publication of all Centre and Age records/best performances.
- ❖ The publication and distribution to the Committee of any reports which it resolves will assist in the operation of the Centre, including those required by the Registrar.
- ❖ Ensure U/13 and U/15 results are periodically sent to the Association Recorder as required.
- ❖ The collation and recording of age group records and information necessary to determine Centre Awards and Trophies.
- ❖ Prepare prior to meet - All Age Group folders, including any Athletes who has special medical needs.