

ROLE DESCRIPTION AND PERSON SPECIFICATION

Role Title: Chief Recorder

Role Purpose: To provide the required information to ensure the smooth running of the event whilst undertaking direct control over the primary purpose for the athletes' participation in competition.

KEY RESPONSIBILITIES

- Appoint recording team and liaise with event officer on requirements
- Complete entry administration prior to event
- Take control of the meet files on arrival
- Manage results process
- Co-ordinate withdrawals process and ensure all changes are made
- Manage the production of start sheets and results sheets for relevant personnel and wider publication on the website
- Ensure that all scores are recorded correctly
- Manually record where required
- Ensure that all documentation is filed
- Manage computer results systems
- Ensure that the Conditions of the meet are adhered to and if not, ensure this is brought to the attention of the Meet Director
- Review how a meet change effects the event while identifying who should be informed and what documentation is required
- Responsible for data handling
- Deal with entry related changes to schedule

- Identify new records and prepare the necessary documentation
- Comply with all policies and procedures set down by the organisation and in particular those relating to Diversity, Equity, Inclusion and Sustainability

Person Specification

Essential	Desirable
<ul style="list-style-type: none"> • Sound understanding of Discipline and Competition conditions 	<ul style="list-style-type: none"> • Familiar with Microsoft Word & Excel and other programmes that may be used
<ul style="list-style-type: none"> • Range of Recording experience at all levels of competition from Club to National 	<ul style="list-style-type: none"> • Effective delivery of information to groups of people
<ul style="list-style-type: none"> • Sound working knowledge of the data-handling system in use 	<ul style="list-style-type: none"> • An understanding of the links between the scoring and data-handling system in use
<ul style="list-style-type: none"> • Understanding of Record Application requirements 	<ul style="list-style-type: none"> • Ability to contribute to a multi-team environment
<ul style="list-style-type: none"> • Excellent organisational and time management skills 	
<ul style="list-style-type: none"> • Effective and prompt decision making in pressure situations 	
<ul style="list-style-type: none"> • Good knowledge of Aquatics GB and World Aquatics rules 	
<ul style="list-style-type: none"> • Good leadership and interpersonal skills 	
<ul style="list-style-type: none"> • Ability to remain calm and composed when under pressure 	
<ul style="list-style-type: none"> • Approachable 	
<ul style="list-style-type: none"> • Team Player 	

