

## Recording and Timing Officer (Officer for Results/Records) Roles and Responsibilities

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All DAC Office Bearer/Executive and Committee Members must:

- At all times work to uphold and implement the Objects of DAC as outlined in Section 3 of the Constitution.
- Model and implement ideal conduct as defined by the Constitution and the *DAC Behavioural and Guidelines and Codes of Conduct*.
- Attend committee meetings on a regular basis and complete actions delegated at these meetings.
- Provide Working With Children Check details to the Member Protection Information Officer.

### Specific responsibilities

The Recording and Timing Officer shall:

- I. Record all athlete performances at Centre carnivals in a suitably prepared set of books or computer program.
- II. Compile and maintain weekly result summaries.
- III. Prepare and print weekly programs.
- IV. Compile information for age group folders.
- V. Manage timing equipment and operate software at competition and carnivals.
- VI. Review weekly results and enter into required results platform.
- VII. Where the Centre maintains records, compile and maintain records of each event for which the Centre holds records.
- VIII. Assist the Officer for Championships to select athletes to represent the Centre at carnivals where a selection criteria is required.
- IX. Where the Centre provides awards at the end of or during the year, together with the Officer for Championships, assist in the collation of results to facilitate the giving of those awards.