

RECORDER

The role of a Recorder of Noarlunga Little Athletics Centre incorporates the following:

- To attend committee meetings when available and to provide opinions and vote on various issues.
- To be responsible for the correct entry of the results as supplied by chaperones from each meet either electronically through appropriate app or handwritten sheets.
- The maintenance and publication of all Centre and Away records and Personal Best Performances and supplying of results to the website publisher.
- The publication and distribution to the committee of any reports that will assist in the operation of the Centre.
- Ensure Under 13 and Under 15 results are periodically sent to the Association Recorder as required.
- The collation and recording of age group records and information necessary to determine any Centre Awards, Certificates and Trophies agreed on by the committee.
- Prepare and distribute recording sheets into age group folders prior to each meet or ensure that chaperones have appropriate app for recording of results.
- Ensure that all recording data has been collected at the conclusion of each meet.
- Provide the Events Coordinator with relevant information needed to assist in that role.
- Updating and displaying a 'Star Chart' based on points earned by athletes.
- To assist in the setting up and packing up at each meet.
- To assist at events hosted by NLAC e.g. Cross Country, Presentations, Fund raisers, etc.
- To make new families to NLAC feel welcome and guide them through their first weeks.