

Chief Recorder

Role Objective:

To provide the required information to ensure the smooth running of the event.

Duties and Responsibilities:

- Attend event planning meetings as part of the event management team.
- Approve event documentation.
- Appoint recording team and liaise with event officer on requirements.
- Manage results process.
- Co-ordinate withdrawals process.
- Manage the production of start sheets and results sheets.
- Responsible for data handling.
- Supporting biographical start sheets with the relevant information.
- Deal with entry related changes to schedule.
- Receive team declaration forms and withdrawal forms within recording suite.
- Identify new records.
- Attend event debrief meeting.

Person Specification:

Essential	Desirable
Sound understanding of discipline and competition conditions	Familiar with Microsoft Word & Excel and other programmes that may be used
Range of Recording experience at all levels of competition from Club to National	Effective delivery of information to groups of people
Sound working knowledge of the Data-handling system in use	An understanding of the links between the timing and data-handling system in use
Understanding of Record Application requirements	Ability to contribute to a multi-team environment
Excellent organisational and time management skills	
Effective and prompt decision making in pressure situations	

Good leadership and interpersonal skills	
Ability to remain calm and composed when under pressure	
Effective problem solving skills in a competition environment	
Has an eye for detail	

Other:

This is a voluntary role. For national events, expenses as detailed in the Volunteer Handbook will be covered by Swim England. You will be provided with a Swim England polo top to wear during the event.