



Volunteer Role Description: ASRC Statistics Officer

(Voting Role x 1)

The **Statistics Officer** ensures ASRC maintains accurate, reliable race data and athlete performance records. This role supports fair competition, helps coaches track athlete development, and provides clear, timely information for committee decisions, newsletters, and race reporting.

Responsibilities relating to Committee meetings:

- Attend committee meetings.
- Support the Chair and committee by providing statistics related updates.
- Take on any statistics related actions.

Responsibilities relating to Race Data and Club Records::

- Maintain accurate records of race results, athlete performance, and participation across all ASRC events and important external rankings.
- Publish results promptly.
- Produce summary statistics for committee meetings, newsletters, and end-of-season awards.
- Ensure compliance with data protection and confidentiality requirements when handling member information.

Responsibilities relating to Races:

- Ensure accurate timing and results are recorded at Club races, working closely with the allocated Timing Team and Race Secretary.
- Liaise with the Race Secretary to confirm regional and national race dates, venues, and entry requirements.
- Liaise with the Race Secretary to circulate external race documentation, including bulletins, race day procedure, rules, and results.

General Responsibilities:

- Support the Chair and Committee in maintaining transparent and accurate race records.
- Uphold ASRC's commitment to fairness and integrity in competition results.
- Collaborate with other committee members to ensure smooth communication and coordination across race operations.
- Represent ASRC professionally in all data-related correspondence with regional and national bodies.