

Regional Administrator of Timing & Scoring

DUTIES AND RESPONSIBILITIES

JOB SUMMARY:

Work with the region's race chairs and event stewards to promote T&S and its' proper practices and policies.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Supervise the Regional administration of T&S
- Consult with the Regional Executive on the appointment of the Region's Chief of T & S for each event.
- Prior to each event, communicate with each Event T&S Chief the common practices expected and any personal expectations; provide common list of results recipients for post-race distribution; explain procedures for keeping Divisional Track records up to date.
- Ensure Divisional T&S equipment is in good working order and will be at your Region's events. Explain to the Event Chief how to obtain the equipment at the track, and what to do with the equipment at the end of the event.
- Make sure the Event Chief has necessary supplies for the event (copy paper, ink, toner, taping paper). Explain regional expense reimbursement to the Chief, including if you make all purchases on their behalf.
- Communicate with the DA for all Divisional T&S Equipment needs (T&S supplies are the responsibility of the Event's region).
- Keep abreast of all T&S advances as well as all GCR changes relating to T&S.
- Refresh yourself on software updates on a regular and necessary basis.
- Maintain a listing of regional T&S workers, along with workers outside of the region that participate in your regions events.
- Promote T&S growth, training and cross training in your Region.
- Ensure results are per the GCR, and each Event Chief knows what is needed.
- Keep a set of results of all region races.
- Review and approve license renewals and upgrades and forward on to the DA or Divisional Exec Steward as appropriate. Keep copies for your records.
- Work with the Divisional Administrator of Timing & Scoring
- Work with the Region's Exec. Steward.
- Responsible for all intervention of Region's problems concerning T&S and their resolution.
- Promote region T&S workers traveling to other tracks.
- Attend Divisional meetings.
- Promote camaraderie and friendship.

WHO YOU ANSWER TO:

- Regional Executive
- Your Divisional Administrator of T&S
- Your Division's Executive Steward