**JOB DESCRIPTION: JUNIOR RAPIDPAY RATING OFFICER**

**Title:** Junior Rapidplay Rating Officer

**Reporting to:** Executive Director; Junior Director; Director of Rating

**Appointed by:** Annual General Meeting

**Duties and responsibilities:**

* To keep up to date the Junior Rating website, showing live ratings from game results with a rapidplay time control (as defined by FIDE) for junior players throughout Wales.
* To maintain player data, secure and in compliance with all GDPR requirements
* To attend Junior Committee meetings providing data and assistance when selecting and organising representative teams
* To provide data in a suitable form for players and parents.
* To provide and assistance data in a suitable form to assist with the running and organization of tournaments where ratings and/or ages are to be used
* To keep junior committee members updated with detailed information from tournaments
* To respond to correspondence (mostly from parents) to correct details on the site, explain how the rating system works, deal with queries about privacy, etc.
* To provide a suitable version of the rating list for use mostly by Junior Committee members when selecting or running tournaments.
* If necessary, to attend and provide information to the WCU MB about the working of the system
* To maintain the WCU ownership of the website
* To comply with requirements of the Management Board and Director of Rating concerning the operation of the rating system.

**Requirements:** The above duties and responsibilities will require:

* The collection and inputting of:
* Results of games played by juniors
* Accurate player information, incl name, birth dates and school year
* Estimating the ratings of juniors when they are first entered onto the system
* Pruning the website to remove inactive players
* Accessing (and converting, where applicable) ECF and other non WCU ratings for when Welsh players play in official events against foreign players
* Reasonably estimating the strength of unrated opponents at such events;