



Registrar – Job Description

Accountability: Executive Committee

Hours: Hours will vary average 10hrs per week.

GENERAL DESCRIPTION - OBJECTIVES

- To oversee all registration related matters across the Club.
- Provide leadership to all team managers to ensure all game day paperwork and player related information is recorded correctly e.g. game counts
- To ensure all players are registered or transferred in accordance with the league rules and regulations.

RESPONSIBILITIES

- Attend monthly executive and general committee meetings
- Attend official meetings when required
- Register all new players within the league guidelines
- Register copy of injury reports
- Ensure security of all teams players votes
- Ensure number of games played by each player is recorded and updated correctly
- Lead team managers and ensure game day paperwork and player information is correct
- Keep accurate records of team lists
- Formulate teams from registered players ensuring as much as possible that team numbers are relatively even between teams in the same age groups
- To follow up with Coaches & Team Managers as players can't play if players are not registered and financial.
- Claim Kidsport vouchers via the website and keep accurate records of pending Kidsport claims to ensure players forward vouchers through to finalise their registration.
- Pass onto club Secretary all players contact details to ensure club database is always accurate.
- Be prepared to participate in Match Day Official and canteen rosters
- Provide leadership to the player and parent group by volunteering for and attending club functions and fundraising events.
- Willingness to attend training opportunities where necessary.

DESIRED QUALIFICATIONS - ACCREDITATIONS

- Good Communication
- First Aid Certificate (but be prepared to do a first aid course provided by the club.)
- Solid knowledge of PlayHQ

RELATIONSHIPS

- Liaises with executive committee.
- Liaises with team managers
- Liaises with club members when necessary
- Liaises with the secretary and treasurer when necessary



REPORTING

- Provide a report to the executive committee before executive meetings on registrations, financial members and game day procedure when required.
- Seek ratification from the executive committee prior to committing the Club to any financial expenditure or action.