

CLUB REGISTRAR

- The Registrar is responsible for collecting & maintaining accurate & up-to-date membership records for the Club. Primarily this requires making sure all players are registered, financial and entered on the appropriate databases.

SKILL SET

- Well organised and ability to work in a logical manner
- Ability to allocate regular time periods to maintain registrations
- Strong communication and negotiation skills
- Ability to maintain accurate, up-to-date records and provide reports when required
- Awareness of policies and procedures in relation to registration, clearances and privacy
- Ability to coordinate tasks and meet deadlines
- Good record keeping skills
- Competency in use of Microsoft Word, Excel and email systems
- Ability to use or learn web-based and other database software systems



DUTIES & RESPONSIBILITIES

- ✓ Ensure that all players, coaching staff & volunteer registrations are fully completed in a timely manner
- ✓ Ensure that all participants are registered on the Club LeagueNet database, maintain the accuracy of these records and ensure that an up-to-date copy is available to the Secretary/Treasurer when requested
- ✓ Coordinate player registration on sign-on day
- ✓ Supply Coaches/Managers with periodic reports of player registrations
- ✓ Present the Executive Committee with an annual compilation of club records and associated documentation including: Player information/eligibility, Season point progression, Any relevant historical data
- ✓ Liaise relevant associations as required throughout the season
- ✓ Attend association meetings, seminars or workshops when required
- ✓ Remain up-to-date with Local League/Divisional policies/bylaws regarding registrations & clearances and follow the correct procedures
- ✓ Ensure all required team lists are entered in the LeagueNet database and match sheets are completed accurately
- ✓ Oversee the sign-on procedure on game days or ensure the appointed delegate fully understands procedures