



Job Title		Registrar	
Accountability	<ul style="list-style-type: none"> • President/Vice President • Executive Committee 	<ul style="list-style-type: none"> • Hours approx 15+hours per week 	
GENERAL DESCRIPTION - OBJECTIVES			
<ul style="list-style-type: none"> • To ensure all players are registered in accordance with Club polices and the Constitution. 			
RESPONSIBILITIES			
<ul style="list-style-type: none"> • Register all new players each season. • Keep a record of number of players in each team and the number of teams. • Provide the Secretary with a breakdown of living location for all players so the Secretary can submit a 'subsidised use' form to the Local Government Authority. • File and maintain injury reports lodged by teams or players. • For serious injuries, ensure Doctors certificates are produced before injured players return to playing. • Keep a record of number of games, played by the player and arrange medals for milestone games. • Follow up with the Treasurer any outstanding fees. • Keep a record of all player contact details and ensure the Club database is always accurate and up to date. • Liaise with coaches to ensure that each team has a team manager before the commencement of the season. • Provide a Registrars report to the Secretary each month for the monthly committee meeting. • Attend monthly committee meetings. • Arrange team photos for the Club. • In consultation with the President and Vice President, arrange trophy and medals for the end of the season. • Arrange "Team of the Year", Junior Player of the year", "Senior Player of the year" and "Club member of the year" for each season. • Set up a meeting with the President and Vice President to finalise teams. • Prepare and submit all insurance claims (in liaison with the President) on behalf of injured players. • Ensure registration dates are advertised in local school newsletters by November of the previous year. • Maintain a Club email address (registrar@quinnsnetballclub.net). • Ensure the Club is run by the Rules defined in the Constitution and policies. 			
QUALIFICATIONS - ACCREDITATIONS			
Essential		Desirable	
<ul style="list-style-type: none"> • Have a willingness to help out in all general running of the Club. • Communication, organisational, interpersonal and computer skills. 		<ul style="list-style-type: none"> • A detailed understanding of the running of the Club. • A detailed understanding of the Club policies, Constitution, Code of Conduct and any by- 	

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	<ul style="list-style-type: none">• Understanding of the rules of the game.• An ability to allocate regular time periods (daily) to maintain emails and records.	laws.
RELATIONSHIPS		
	<ul style="list-style-type: none">• Liaise with all Executive Committee members of the Club• Liaise with the Association• Liaise with other Club's Registrars• Liase with all members	
Created 3/09/2015		