



# Club Registrar

The role of the Club Registrar is responsible for the registration of players with the club. The Registrar is also responsible for entering player information into the PlayHQ website as per the teams lists provided by Age Group Coordinators.

## Responsibilities

- ☐ Assist committee in review of membership fees and arrangements for the ensuing season for consideration.
- ☐ Player registration process
- ☐ Maintain Club member database with up-to-date information for all registered members
- ☐ Prepare a list of registered players per season for team selection committee meeting
- ☐ Point of contact for Age-group coordinators regarding registration and fee matters
- ☐ Closely monitor clearances/transfers to ensure that they are only granted in accordance with Club guidelines
- ☐ Collation and submission of all teams to WDABA at start of or during seasons.
- ☐ Represent the club at Grading Meetings
- ☐ Liaise with WDABA and other clubs about Club issues and enquiries – such as unregistered players, clearances and permits.
- ☐ Keep the Club committee informed of the status of registrations at all times
- ☐ Provide the committee with recommendations for improvements to membership practices for consideration prior to the Annual General Meeting
- ☐ Administration of the Chalkies Local Champions Grant Program

## Meetings, communication and key relationships

The Registrar will:

- ☐ Provide regular updates at general meetings regarding the current status of membership numbers
- ☐ Liaise with the Treasurer regarding the payment of club fees/nominations

## Essential Skills and Requirements

- ☐ Passionate about the club and dedicated to improving club practices
- ☐ Be well organised and able to work under pressure, especially at the beginning of the season
- ☐ Adequate computer skills
- ☐ Report writing skills for General Committee reports
- ☐ Can communicate effectively
- ☐ Have a good working knowledge of the club rules and the duties of all office holders and subcommittees
- ☐ Have a good working knowledge of WDABA Regulations & Rules
- ☐ A good understanding of the sports requirements at local, regional and higher levels
- ☐ Receptive to change
- ☐ Dedicated club person

***The estimated time commitment required as the Registrar is a minimum of 2-4 hours per week***



# Organisational Structure

