



POSITION DESCRIPTION - REGISTRAR

The Registrar is responsible for coordinating all player registration across the organisation. Will work closely with the Secretary in registering all players and volunteers.

SKILLS AND REQUIREMENTS:- Effective communication; Sound knowledge of Rugby League; Understanding of the sporting and competition requirement at all levels.

ORGANISATIONAL RELATIONSHIPS:- All Committee and Sub-Committee of the club; Members and Volunteers; Local and State Sporting Association; Members of Parliament both Local/ State/Federal

KEY RESPONSIBILITIES

- All Committee Members must ensure the club complies with all legislation - Association Incorporation; Member protection, welfare and safety; Fund Raising; Food Handling; Liquor Licensing Laws; Office of Fair Trade and National/State/Local Sporting Associations.
- All Committee Members must ensure the club is run according to its rules (constitution), purpose, policies and procedures.
- All Committee Members must oversee the financial affairs of the club, ensuring the club stays solvent.
- All Committee Members must ensure the sustainability of the club, both financially and membership.
- All Committee Members must create and manage a risk management plan that minimises risks associated with all club activities.
- All Committee Members must plan, define and deliver the clubs objectives and strategic plan for the future.
- All Committee Members must create club culture, ensuring the sporting, competitive and social needs of members are met.
- All Committee Members create and implement a succession plan for all roles within the club. Collect, protect, maintain and hand over critical club information from one year to the next.
- All Committee Members assist with maintaining, issuing and receiving all club equipment during the season.
- All Committee Members to be available to assist with Club Opening and Closing; Game Days; Club Functions.
- Registrar must manage and coordinate player registrations (i.e. sign on days).
- Registrar must communicate with all members and potential members about the required documents needed to register with the organisation.
- Registrar must liaise and follow up with members about any missing paper work.
- Registrar must liaise and report to the State Sporting Body about player registration. Assist with managing and maintaining the organisation's membership database.
- Registrar reports to the committee regarding the player registrations, as required.
- Registrar must liaise with Managers and Coaches regarding registered and financial players.
- Registrar ensures all players are registered and cleared to play in their nominated teams.
- All Committee Members must act in the best interest of the entire club and its members at all times, and not use their position for promotion of an individual.