



## Wingham Junior Rugby League Football Club

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# EXECUTIVE POSITION DESCRIPTION

## REGISTRAR

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The key responsibilities of Club Registrar are to manage the accurate and timely registration of all players, non-players and other club officials.

The Registrar in conjunction with the general committee will plan, coordinate and manage advertisement of registrations, club come and try events and assist to facilitate any events to increase registrations. The Registrar will be responsible for the administrative tasks of entering players, non-players and club officials in the My Sideline platform. The Registrar will review and disseminate relevant registration information to the executive, general committee and coaching/managing staff at the commencement of season and update throughout the season as required.

### Responsibilities

The Registrar is responsible for player and non-player registration processes within My Sideline and liaising with the club Treasurer ensuring players are deemed financial prior to the commencement of the season.

### Legislative responsibilities

The Registrar will also act as the liaison with Group 3 Registrar and is responsible for:

- ☐ Maintaining the club's membership database.
- ☐ Responsible to check volunteers have required accreditation to perform their roles and advise club accordingly if members require accreditation.
- ☐ Ensure players meet NSWRL requirements for their registered age group.
- ☐ Have a good understanding of the NSWRL Transfer Policy and Restrictions.
- ☐ Be familiar with the NSWRL National Clearance Policy.



## Meetings

- ☐ Attend all general committee meetings.
- ☐ Prepare and circulate relevant registration reports.

## Player and team administration

- ☐ Ensure all players are registered and cleared to play in their nominated teams.
- ☐ Co-ordinate all player and coach clearances or transfer.
- ☐ Liaise with team officials and provide team lists as required.
- ☐ Enter team lists into My Sideline and prepopulate game sheets for home games.

## Communication

- ☐ Handle all club registration correspondence.
- ☐ Communicate all club registration concerns with the executive committee in a timely manner to be resolved.

## Knowledge Management

- ☐ Maintain a register of the latest versions of all NSWRL/Group 3 registration documentation including but not limited to, all policies and procedures, player assessment framework etc.

## Requirements

The Registrar is expected to:

- Act in the best interest of the members at all times.
- Undertake the role in good faith and honesty upholding confidentiality of members.
- Hold or willing to apply for a current volunteer's "working with children check".

If at any stage the Registrar becomes aware of a personal conflict of interest, real or perceived between themselves and the club, they should immediately notify the Club President of the conflict who will immediately inform all other committee members.



## End of year hand over

### Updating key documents

At the end of each year a key activity of the Registrar will be to review and revise their position description to ensure it continues to reflect the requirements of the role. The updated Position Description and other documents must be provided to the club secretary prior to the Annual General Meeting each year.

### Induction of the incoming Registrar

An important responsibility of outgoing Registrar is to train, mentor and support incoming the incoming Registrar.

***The estimated time commitment required as the Registrar is 4 hours per week during the season.***