

# Club Registrar Job Description

The role of the Baysiders Netball Club Registrar is to supervise and be responsible for the proper registration of all players/members within the club.

## Reports to: President and Secretary

### Responsibilities:

- This involves all elements of the registration process, including the conduct of sign-up days and the proper recording of individual details.
- The Registrar is expected to have good planning and organisational skills and should be available to communicate with a wide range of people.
- One of the main duties of the Club Registrar involves developing and preparing team lists, which requires a sound understanding of the Baysiders Netball Club Rules and Regulations.
- As well as ensuring ALL players/members have current VNA.

### Suggested Duties:

- Obtain all relevant particulars of players wishing to play at the Baysiders.
- Complete documentation for each player as required by the Baysiders Netball Club.
- Prepare a list of players for each age group for distribution to team coaches.
- Assist players to complete transfer forms as required and authorize the transfer on the Club's behalf, keeping the Secretary informed of player movements.
- Assist with any Netball Victoria enquiries (VNA) and keep records of VNA – update weekly and report back to Secretary any issues.
- Provide information as required to keep players/member records maintained.
- Have good working knowledge of the Baysiders Netball Club's Rules and Regulations.
- Keep the Club committee informed of the status of registrations at all times.
- Be aware of legal privacy regulations and ensure the requirements are implemented.
- Ensure that any documentation issued from Casey Association or Netball Vic for circulation to players and Club members is duly circulated to those intended.
- Hold a current "Working With Children's" Check

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Name of President: \_\_\_\_\_

President's Signature: \_\_\_\_\_