



POSITION DESCRIPTION

Position Title:	Club Registrar	Category:	Committee Member
Job Description			
<p>The Registrar ensures that all players and officials are registered and/or transferred in accordance with the Junior Leagues and NSWRL rules and regulations. This is a critical aspect as any lack of compliance could result in loss of points, fines, or ineligibility to compete in finals.</p> <p>The Registrar also applies on the Clubs behalf, with Board of Management approval, for any player exemptions to play up or down in age or division, tracking individual players and advising on milestones.</p>			
Knowledge & Skills Required			
<ul style="list-style-type: none">• Well-developed communication skills• Organisational and accurate record keeping skills• Attention to detail• Computer literacy to manage on-line registrations and gain experience with Sports TG Database - LeagueNet• A good working knowledge of the club			
Objectives			
<ul style="list-style-type: none">• To ensure that all players are accurately registered and financial by required deadlines• To maintain an accurate database (Sports TG LeagueNet) for all club members including all required and up to date information			
Responsibilities			
<ul style="list-style-type: none">• Assist the Board of Management to develop a recruitment strategy• Be the first contact for all enquiries regarding registration• Maintain an accurate database of all players, officials, and members• Regularly update Board of Management on registration numbers and trends• Ensure that all players are registered and their records comply with Junior Rugby League requirements• Process all membership and player registration transactions promptly• Work with the Secretary/Treasurer on money received during registrations and follow up on outstanding fees• Always encourage new members and players to join the club• Track the achievement of individual player milestones to allow the Club to honour those achievements• Assist with the preparation of the Annual player presentations and assist Secretary with an individual player milestones and rep honours• Be available on game days to help coordinate and run the day as per roster			

Hills District JRLFC & TA Inc.

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Additional Notes			
Reviewed By:	Rick Palin	Date:	24 November, 2016
Approved By:	Glenn Starr/Michael Gremmo	Date:	07 December, 2016
Last Updated By:	Rick Palin	Date/Time:	24/11/2016 1:45PM
Office Bearer:	Rob Zecchin	Term:	BOM 2016 Season
Signature:		Date:	