

REGISTRAR

The role of the Club Registrar is to supervise and be responsible for the proper registration of all players within the club. This involves all elements of the registration process, including the conduct of sign up days and the proper recording of individual details.

Responsible To

The Registrar is directly responsible to the President and the club members.

Responsibilities and Duties

The Registrar should:

- Maintain an up to date register of all players
- Plan sign on days at commencement of season
- Obtain all relevant details of players wishing to play for the Club
- Obtain photographs for each new player and current players requiring new photographs
 - Complete documentation for each player as required by RLGC
- Ensure that original copies of birth certificates and other proof of age documents are available for each new player
- Assist players to complete transfer forms as required and authorise the transfer on the club's behalf, keeping the Secretary informed of player movements. Communicate transfers as soon as possible to RLGC
- Provide information as required to enable payer records to be maintained
- Keep your Club committee informed of the status of registration at all times
- Be aware of legal privacy regulations and ensure the requirements are implemented
- Has quick reference to data base for outgoing transfers

Knowledge and Skills Required

Ideally the Registrar is someone who:

- Can communicate effectively
- Is well organised and can delegate tasks
- Has experience with various Microsoft applications
- Has the ability to liaise with RLGC and other stakeholders.

Time Commitment Required

The estimated time commitment required as the Registrar is 20 hours per week.

The Registrar is appointed for 1 season.