



Position Details

Position title: Registrar

Date of review: September 2018

Position objective

The role of the Club Registrar is to supervise and be responsible for the proper registration of all players within the Club. This includes all aspects of the registration process, including the conduct of registration days and the proper recording of player details.

Responsible To

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

Responsibilities and Duties

- Ensure all appropriate documentation has been provided
- Assist with ground hire bookings when required
- Ensure player payments are received and documented in full prior to season commencement.
- Ensure that all players' details are passed to the League/Region/State for inclusion in the Leaguesnet national database and for the issue of ARL ID numbers
- Coordinate the transfer of players to and from the Club
- Inform the Club committee of the status of registrations as required
- With assistance allocate players to teams and provide lists to team coaches
- Compile a committee roster for game day duties
- Records maintenance in sporting pulse

Knowledge and Skills Required

- A knowledge and understanding of the VDJRLFC and the ARL Code of Conduct and ARL Safe play Code is essential.
- Can communicate effectively
- Is well organised and can delegate as required
- Has the ability to liaise with Canberra Region and other stakeholders as required
- Sound computer skills
- Knowledge of Microsoft Office programs
- WWVP

Club laptop supplied