Kingaroy Rugby League Football Club, Juniors & Seniors Incorporated

Volunteer Position Description

Registrar

The role of the Club Registrar is to supervise and be responsible for the proper registration of all players and team staff within the club.

Responsible To

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

Responsibilities

The Registrar should:

- Maintain an up-to-date register of all players,
- Manage the registration process for players, following up on pending registrations as required;
- Ensure the Compliance Coordinator is up-date on the registration of team staff, assist if required;
- Complete documentation for each player as required by the local League;
- Communicate transfers / clearances as soon as possible to the Local League;
- Provide information as required to enable player records to be maintained;
- Keep your Club committee informed of the status of registrations by providing a report at the scheduled Club meetings;
- Be aware of legal privacy regulations and ensure the requirements are implemented;
- Have a good understanding of local rules and regulations regarding representative or development squad transfers;
- Organise Team shields, trophies, junior lifetime awards, senior lifetime awards and lifetime member awards.

Initial Duties

Once elected to the role, the Registrar should:

- Obtain access to registration database;
- Attend education/training sessions if available as required;
- Monitor transfers/clearances to ensure that they are only granted in accordance with local league rules;

Player Administration

- Obtain all relevant details of players and update the database as required;
- Ensure that original copies of birth certificates and other proof of age documents are available for new members and upload to the database as required;
- Ensure that original appropriate identification photos are available for new members and upload to the database as required;
- Request current member update their identification photos on MySideline profile annually;
- Assist players to complete online clearance requests as required and authorise the transfer on the Club's behalf;
- Manage 'MySideline Admin Squad Management' to create teams and ensure that players are assigned to team's;