**MUDGEERABA REDBACKS JUNIOR RUGBY LEAGUE CLUB (MRJRL)**

**POSITION DESCRIPTION**

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| **REGISTRAR (JUNIOR / SENIOR)** |
| **Overview of Position** |
| The role of the Registrar is to manage and coordinate the registration of all players, coaches, managers, trainers and volunteers within the club. |
| **Responsible To** |
| The Registrar is directly responsible to the President and the club members. |
| **Responsibilities and Duties** |
| The duties of the Registrar include:   * In conjunction with the relevant committees/sub-committees, plan, coordinate and manage player and volunteer registrations at the commencement of the season * Ensure all players are correctly registered on the online registration platform (My Sideline) * Communicate with all members and potential members about the required documents needed to complete the registration on the online registration platform * Liaise and follow up with members about any missing information relevant to their registration * Ensure profile photographs for new players and current players requiring new photographs are uploaded to the online registration platform * Ensure suitable identification such as birth certificates or other proof of age documents are uploaded for all players on the online registration platform * Become familiar with the Rugby League Gold Coast (RLGC) player transfer policy and assist players to complete transfer requests as required * Approve player transfers on the club’s behalf, keeping the Secretary informed of player movements * Prepare a list of registered players and their contact details for each age group/team and distribute to the team manager and coach * Report to the Management Committee regarding player registrations as required * Be aware of legal privacy regulations and ensure the requirements are implemented * Ensure all coaches, managers and volunteers are registered on the online registration platform * Ensure all registered players, coaches, managers and volunteers are allocated to their appropriate team in My Sideline |
| **Knowledge and Skills Required** |
| Ideally the Registrar is someone who:   * Can communicate effectively * Is organised and can delegate tasks * Has experience with various Microsoft applications * Has the ability to liaise with RLGC and other stakeholders |
| **Time Commitment Required & Period of Appointment** |
| The estimated time commitment required as the Registrar is 10-15 hours per week. Hours will vary and can be more on home rounds and busy periods of the season.  The Registrar is appointed for a 1 year period. |