**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
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| **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
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| **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. |