



# POSITION DESCRIPTION

## CLUB REGISTRAR

### ORGANISATION DETAILS

<b>Organisation</b>	
<b>Term of appointment</b>	
<b>Hours per week</b>	

### POSITION OVERVIEW

The Club Registrar is responsible for coordinating all player registration and team development across the organisation.

### ORGANISATIONAL RELATIONSHIPS

**Internally Accountable to:** Executive Committee, Organisational Members and Volunteers  
**External:** State Sport Body/Association

### KEY RESPONSIBILITIES

- With the Executive Committee, prepare all marketing and promotion regarding player registration;
- Manage and coordinate all player registrations (i.e. sign on days);
- Communicate with all members and potential members about the required documents needed to register with the organisation;
- Liaise and follow up with members about any missing paper work;
- Liaise and report to the State Sporting Body about player registration, as required.
- Manage and maintain the organisations membership database; and
- Report to the Executive Committee regarding the player registrations, as required.