



POSITION DESCRIPTION

CLUB REGISTRAR

ORGANISATION DETAILS

Organisation	
Term of appointment	
Hours per week	

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.