



Huntingdale Tee-Ball Club Position Description – Registrar

JOB TITLE:

Registrar

RESPONSIBILITIES:

- Attend monthly committee meetings
- Update Registration Form and Information Sheet for use at registration days
- Arrange registration days prior to season start
- Print and post pre-registration mail-out to previous players
- Advertise registration days
- Be point of contact for registration enquiries via email and club phone
- Register players for the coming season and provide them with Information Sheet
- Maintain spreadsheet with player details (contact info, medical, parent names etc)
- 'Build teams' with assistance from Executive Committee
- Liaise with Thornlie and Districts Registrar to register teams for the season
- Assist committee with organising Meet the Team Day
- Put together Team Manager packs with assistance from Secretary
- Talk to Team Managers at Coach/Team Manager meeting and be point of contact throughout season
- Prepare Scorebooks for use by teams during season
- Update game counts in Scorebooks after each game (including states games)
- Organise trophies and awards for end of season
- Assist committee with organising end of season wind-up
- Complete game count audit at end of season with Thornlie and Districts Registrar
- Maintain and update Player Records, complete with team details and running game counts

RELATIONSHIPS:

- The Registrar is an Executive Committee position.
- Liaises with the Thornlie and Districts Registrar.
- Will have a close relationship with coaches and team managers.

TIME COMMITMENT:

The estimated time commitment required as the Registrar is:

- 2 months prior to season start: around 2 hours per week

- During season: around 1 hour per week
- Off season: around 1 hour per month

ESSENTIAL SKILLS:

- Good computer skills in Microsoft Word and Excel
- Ability to use and monitor emails
- Good communication skills
- Passionate about the club and dedicated to improving club practices
- Well organised and able to manage workload, especially leading up to the beginning of the season
- Good knowledge of the club and district practices/procedures