

The Registrar is the person who coordinates all registrations and registration enquiries in Ignite Netball Club.

### **Responsible to**

The Registrar is directly responsible to the President of Ignite Netball Club and the Club members.

### **Responsibilities and Duties**

The Registrar should:

- Adhere to the Ignite Netball Club Volunteer Code of Conduct and Child Protection Policy, and provide an up to date Working With Children Check to the Club as outlined in the Child Protection Policy;
- Be the primary point of contact for the Club in relation to all registration matters, including providing information to committee and grading committee;
- Update Ignite fees policy as directed by Treasurer and committee for website;
- Set up registration product for each new season in liaison with Ignite committee, add registration details to Ignite website and notify members of registration details via email;
- Follow up registration of players;
- Ensure all current seasons information and data is up to date;
- Register Netball Victoria (NV) memberships into myNetball each season;
- Work with Secretary to collate team sheets in registration pack, ready for submission to WNA, liaising with Umpire Convenor, Coach Convenor and Treasurer to complete set and payment as per WNA instructions. Add teams into myNetball and ensure that all players are assigned correctly to teams;
- Liaise with the Treasurer to follow up unpaid registrations;
- Resubmit team sheets to WNA if significantly different by season commencement (for accurate score sheets);
- De-register any withdrawn players in myNetball;
- Attend all INC teams games on one round robin day to assist parents and players with registrations;
- Check the Ignite email weekly for registration related emails;
- Provide relevant information or issues at monthly Ignite Committee meetings;
- At the end of the season calculate the number games played by each player to ascertain 50, 100 and 150 game medal recipients and provide information to person responsible for ordering trophies;
- Provide Report for Annual General Meeting each November.

### **Knowledge and Skills Required**

Ideally the Registrar is someone who:

- Has attention to detail;
- Can communicate effectively;
- Is well organised;
- Can maintain confidentiality on relevant matters;
- Is computer literate.

### **Estimated Time Commitment Required**

The estimated time commitment required as a Registrar of Ignite Netball Club is one hour per week. More time will be required at the beginning and end of each season.

Reviewed Date: June 2018