



Burleigh Bears Junior Rugby League Club

Position Description

Position Title:	Registrar	Category:	General Committee
Position Description			
<p>The role of the Club Registrar is to manage and coordinate the registration of all players, coaches, managers, trainers and volunteers within the club.</p> <p>Knowledge and Skills Required Ideally the Registrar is someone who:</p> <ul style="list-style-type: none"> • Can communicate effectively • Is well organised and can delegate tasks • Has experience with various Microsoft applications • Has the ability to liaise with RLGC and other stakeholders 			
Responsible To			
<p>The Registrar is directly responsible to the President and the club members.</p>			
Responsibilities and Duties			
<ul style="list-style-type: none"> • In conjunction with the Executive Committee, 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 Executive Committee regarding the player registrations, as required • Be aware of legal privacy regulations and ensure the requirements are implemented. • Ensure all coaches, managers, sports trainers and volunteers are registered on the online registration platform • Ensure all registered players, coaches, managers and sports trainers are allocated to their appropriate team in My Sideline 			

- Assist with educating team managers on club and RLGC policies including but not limited to the 18-month dispensation and Concussion in Sport
- Provide support to team managers during the season and keep them informed

Time Commitment Required & Period of Appointment

The estimated time commitment required as the Registrar is 10 - 15hours per week.

Hours will vary pending on home rounds and busy periods of the season.

The Registrar is appointed for a 1 year period