



# Burleigh Bears Junior Rugby League Club

## Position Description

<b>Position Title:</b>	Female Teams Registrar	<b>Category:</b>	General Committee
<b>Position Description</b>			
<p>The role of the Club Female Registrar is to supervise and be responsible for the registration of all players within the female teams at the club. This involves all elements of the registration process, including the accurate recording of individual details. The Female Registrar will need to work together with the other registrars at the club as well as liaise with the clubs Female CoOrdinator when required.</p> <p>Ideally the Registrar is someone who:</p> <ul style="list-style-type: none"> <li>• Can communicate effectively</li> <li>• Is well organised and can delegate tasks</li> <li>• Has experience with various Microsoft applications</li> <li>• Has the ability to liaise with RLGC and other stakeholders</li> </ul>			
<b>Responsible To</b>			
<p>The Registrar is directly responsible to the President and the club members.</p>			
<b>Responsibilities and Duties</b>			
<ul style="list-style-type: none"> <li>• Maintain an up to date and accurate register of all female players.</li> <li>• Obtain all relevant details of players wishing to play for the Club</li> <li>• Become familiar with the Rugby League Gold Coast (RLGC) player transfer policy and assist female players to complete transfer requests as required.</li> <li>• Approve player transfer requests on the Club's behalf, keeping the Secretary informed of player movements.</li> <li>• Communicate transfers as soon as possible to GCJRL / QRL</li> <li>• Keep your Club committee informed of the status of registrations at all times.</li> <li>• Be aware of legal privacy regulations and ensure the requirements are implemented.</li> <li>• Ensure all female players are correctly registered on the online registration platform (My Sideline)</li> <li>• Communicate with all female players and potential players about the required documents needed to complete the registration on the online registration platform.</li> <li>• Liaise and follow up with female players about any missing information relevant to their registration.</li> <li>• Ensure profile photographs for new players and current players requiring new photographs are uploaded to the online registration platform.</li> <li>• Ensure suitable identification such as birth certificates or other proof of age documents are uploaded for all players on the online registration platform.</li> <li>• Prepare a list of registered players and their contact details for each age group/team and distribute to the Female CoOrdinator as well as the relevant team manager and coach.</li> <li>• Report to the Executive Committee regarding the player registrations, as required.</li> <li>• Be aware of legal privacy regulations and ensure the requirements are implemented.</li> </ul>			

- 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 5 – 10 hours per week.

Hours will vary pending on busy periods of the season.

The Female Registrar is appointed for a 1 year period.