

## **VOLUNTEER ROLE DESCRIPTION – REGISTRAR**

The role of the Club Registrar is to supervise and be responsible for the proper registration of all players within the Club. This involves all elements of the registration process, including sign-up days and the proper recording of individual details.

The Registrar is expected to have good planning and organization skills and should be able to communicate with a wide range of people. One of the main duties of the Club Registrar involves developing and preparing team lists, which requires a sound understanding of Penrith Junior Rugby League Rules and Regulations.

### **Suggested Duties**

1. In conjunction with the President and Secretary, plan sign-on days at commencement of season.
2. Obtain all relevant particulars of players wishing to play for the Club.
3. Obtain photographs for each new player and current players requiring new photographs.
4. Complete documentation for each player as required by the Newcastle Junior Rugby League Association.
5. Ensure that certified copies of birth certificates and other proof of age documents are provided to the Club for each new player.
6. Prepare and maintain a list of players for each age group for distribution to team coaches.
7. Assist players to complete transfers as required and authorize transfers on the Club's behalf, keeping the Secretary informed of player movements. Communicate transfers as soon as possible to the Newcastle Junior Rugby League Association.
8. Closely monitor transfers to ensure that transfers are only granted in accordance with Club guidelines and Junior League Rules.
9. Ensure all Volunteers have current Qualifications and Working With Children Checks completed.
10. Provide information as required to enable player records to be maintained.
11. Have a sound understanding of Junior League Rules and Regulations regarding representative player or development squad transfers.
12. Have a good working knowledge of your Club's Rules and Regulations.
13. Be aware of the future directions of your Club.
14. Keep your Club Executive Committee informed of the status of registrations at all times.
15. Be aware of legal privacy regulations and ensure the requirements are implemented.
16. Ensure that any documentation issued by the Junior League for circulation to players and Club members is duly circulated to those intended.