



Registrar Role

Summary

The Registrar is the chief leader of forming all Mindarie Netball Club's teams and has overall responsibility for the administration and co-operation in accordance with Mindarie Netball Association Constitution and by-laws and the National Sporting Code of Behaviour.

The Registrar forms part of the Executive Committee along with the President, Vice President, Treasurer, Secretary, Umpire Convenor and coach co-ordinator. The Executive Committee on occasions have the power to meet and deal with any particular matter or matters upon such terms as the Committee may think fit.

Responsible to

The Registration Officer reports directly to the President and is responsible to the Club Committee and all members of Mindarie Netball Club.

Responsibilities and Duties: To work closely with Club's executive in setting fees and registration days for the upcoming season.

- To ensure the complete and accurate maintenance of club membership for the season
- To manage start of season registrations for new and existing members
- To ensure all registrations are with the appropriate bodies by the due date
- To advise the Treasurer of members with outstanding club fees
- On registration days accept registrations and receipt
- Once all registration days are done sort all members into age divisions for setting the teams.
- All teams should have a maximum of 10 players only except seniors when having more is often needed due to work commitments. Cannot have more than 12 in a team.
- Attend Committee meetings and submit reports on activities in progress.
- Maintain registers of members' names and addresses Registrar
- Set up payment and Clubs gateway for Netball WA
- Register all Mindarie Netball Club Teams with the Wanneroo Districts Netball Association.
- Fill in the appropriate Registration Forms and register the teams on the evening stated by WDNA.

Mindarie Netball Club



MDNC

Knowledge/Skills:

Well organised, Good communication skills and able to work in a logical orderly manner. Have an understanding of Mindarie Netball Club's Policies/Procedures/Constitution and By-Laws as well as WDNA. Can maintain confidentiality on relevant matters and familiar with basic operating systems, Microsoft Office, internet and email. To provide President and Secretary with full team lists and relevant contact information.