



## **Position Description: Registrar**

The Registrar shall be responsible for the registration of all players and other duties associated with registering players, teams and recording results. This includes but is not limited to:

1. Coordinate Registration Day Activities.
2. Maintain the Club's registration databases in Sporting Pulse (AFL on-line system). There is a database for Auskick and one for Juniors/Youth competitions.
3. Transfer players from Auskick (Year 3s) to the Juniors database each year.
4. Update registration forms and supporting paperwork.
5. Ensure that local registrations signs are placed and recovered.
6. Before the season, set-up for on-line registrations and financial transactions.
7. Advise members of the activation and encourage the use of the online registration system.
8. Update Member's details in the Sporting Pulse database as required enabling on-line registration.
9. Where paper registration is received ensure all relevant information is transferred to online system.
10. Manage Kids sport applications and advise Treasurer when applications are approved.
11. Maintain/monitor the Club's registration email account.
12. Monitor registrations and advise the committee on likely team numbers.
13. Prepare lists/reports from Sporting Pulse to enable player allocation to teams.
14. Identify play-down/play-up and obtain supporting paperwork, secure approval from district.
15. Produce initial game count report and provide certificates for players reaching milestones.  
On feedback from coaching Coordinators set up teams in Sporting Pulse.
16. Receive draft fixtures from district, seek input from committee and consolidate feedback to the district.
17. Liaise with District Registrar on issues around registration or team sheets.
18. Process paper and on-line transfers of players between clubs – provide feedback to coaching coordinator as received.
19. Liaise with the Treasurer on refunds of registration payments as appropriate.
20. Collect and check match day paperwork from teams by Sunday night.
  - i. Input scores/update team lists.
  - ii. Provide feedback on team sheets anomalies to team manager and coaching Coordinator, as necessary.
21. Support Team Managers in their role. Provide training in SP as required.
22. Liaise with other Committee Members with team management needs.
23. At the conclusion of each season, prepare a short report for AGM.

The Registrar is a member of and reports to the Executive Committee.