



South Tweed Community Touch Association Incorporated

Position Description

Position Title: Registrar

Reports To: President, Vice President, Treasurer and Secretary

Role Description

A. Primary Purpose of the Role

The key responsibilities of the Registrar are to understand the Club Constitution, Club Rules, By Laws, policies, procedures, regulations, legal and compliance obligations and ensure the Club is run according to these core requirements at all times.

The Registrar is also responsible for the proper registration of all Players, Coaches, Team Managers, Volunteers and other officials within the Club. This involves all elements of the registrations process, including the conduct of sign-up days and the proper recording of individual details. Honorarium amount \$500 and the payment of the honorarium will be paid accordingly.

B. Role Responsibilities

- Have a good working knowledge and understanding of the Club Constitution, Club Rules, By Laws, policies, procedures and regulations as well as the responsibilities of all Executive / General / Sub Committee Members, Volunteers, Coaches and Club Members
- Be aware of the future directions and plans of Club and Club Members
- Be aware of legal privacy regulations and ensure the requirements are implemented
- Maintain confidentiality on relevant and delicate matters
- Assist in the setup of the New Season's Competition with the Executive Committee
- Liaise with Club Members and Coaches to assist and resolve individual sign on/registration issues
- Ensure Teams contain players of the correct age and identify Teams and Representative players
- Maintain MySideline and manage the movement of players in line with Team changes
- Accept individual nominations and communicate if Teams are able to be found
- Provide information as required to enable player records and Team records to be maintained
- Ensure all players are registered and in the current Season
- Keep the Committee informed of the status of registrations at all times
- Ensure that any documentation issued by the Committee for circulation to players and Club Members is duly circulated to those intended
- Print off Team Sheets and Score Cards weekly by Wednesday
- Enter scores into MySideline after each time slot
- File Team sheets after each time slot
- Update Friday Night shirt list and distribution of new shirts
- In conjunction with the current Executive Committee coordinate the handover for the incoming Executive / General Committee, Sub Committees, Club Members, Coaches and Volunteers
- After the Grand Final update all Team names from that Season (e.g. Centaurs changes to Centaurs 2020)
- Clear email address regularly and before Executive / General Committee Meetings and the Annual General Meeting for the correspondence to be distributed and dealt with at meetings
- Record all inward and outward correspondence and acknowledge where necessary
- File copies of all correspondence and retain for the required timeframe
- Have a good working knowledge of meeting procedures



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B. Role Responsibilities – continued

- In conjunction with the President, schedule all Executive / General Committee Meetings and the Annual General Meeting as early as possible
- Update your position description and any operating manuals, policies and procedures and provide the Secretary with the updated version prior to the Annual General Meeting
- Add items to the Executive / General Committee Meetings agenda, including the Annual General Meeting agenda (working with the Secretary)
- Maintain a sound knowledge of Qld Touch Football Rules and Regulations
- Cooperate with and assist the Executive / General Committee with their responsibilities
- Support and encourage all Club Members to respect and support the Club and TFA Rules
- Have a sound understanding of Touch Football Rules and Regulations
- Accept and discuss reports from key members and sub committees concerning day to day management activities of the Club: Coaches, Team Delegates, Covid Safety Officers, Players and Sponsors
- Support and encourage internal training and education programs recommended for the Club's Executive Committee and any other Club Members at the request of the Executive Committee (e.g. Referee and Coaching Courses etc)
- Oversee and coordinate the Club's communication strategy including its website, email addresses, social media and Dropbox – update these when needed
- Update the password register when required (new account or password change)

Essential Skills and Requirements

- Be willing to learn and fulfill the primary purpose of the role and responsibilities and be receptive to change
- Act in the best interest of the Club Members at all times
- Dedicated Club person, be an active Club member and attend all Committee Meetings
- Undertake the role in good faith and honesty, be unbiased and impartial on all issues
- Have good planning and organisational skills and be able to communicate with a wide range of people
- Have a good understanding of sporting competition requirements at local, regional and higher levels
- Effective communicator and able to provide calculated opinion in group discussions at Committee Meetings
- Proficient computer skills
- Be discreet and able to maintain confidentiality on relevant matters
- Hold or willing to apply for a current volunteer Working with Children Check

If at any stage the Registrar becomes aware of a personal conflict of interest, real or perceived between themselves and the Club, they should immediately notify the President of the conflict who will immediately inform all other Committee Members.