



# Registrations Officer

The key responsibilities of the Registrations Officer are to understand the Club Rules, By Laws, Policies and Procedures, legal and compliance obligations, and ensure the teams are run according to these core requirements at all times.

The Registrations Officer is generally the club's nominated representative for the purposes of complying with the CDNA Registrations requirements.

The Registrations Officer is responsible for managing, collecting, reviewing and disseminating the individual team's information and registrations including medical information and authorisations.

## Responsibilities

The Registrations Officer is responsible for the administrative tasks of the registration process including:

- Lodging on behalf of the club all reports and notices as required by the relevant Association's By Laws.
- Maintaining the club's membership database

## Player and team administration

- Enter teams in their relevant competitions
- Book venues for training and match day competitions
- Ensure all players are registered and cleared to play in their nominated teams
- Co-ordinate all player and coach clearances and transfers

## Participating in Meetings

- Attending and actively participating and contributing in committee meetings is a core function of a committee member.

## Requirements

- Good communication skills, ability to liaise with parents and players
- Good problem solving and analytical skills
- The ability to work under pressure and meet deadlines.

- Knowledgeable about the needs of the users of the database
- Familiar with the most recent technology trends
- Must be organised
- Assess good applications for use by the Club for the recording of membership details and registrations



**St Anthony's  
Glenhuntly  
Netball Club**

## **End of year hand over**

### **Updating key documents**

At the end of each year a key activity of the Registrations Officer will be to review and revise their position description to ensure it continues to reflect the requirements of the role. The updated Position Description must be forwarded to the Club Secretary prior to the Annual General Meeting each year.

### **Induction of the incoming Registrations Officer**

An important responsibility of outgoing Registrations Officer is to train, mentor and support incoming the incoming Registrations Officer.

***The estimated time commitment required as the Registrations Officer varies between zero hours and 10 hours per week (peak times January and July) during the season.***