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| Job Title: | Registrar |
| Reports to: | President |
| Date of Effect: | 1 February 2020 |

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| Mission | To provide a happy, safe and inclusive environment for our players, coaches, umpires and volunteers and we continually look for ways to make a positive impact for our netball community. |
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| Primary Job Purpose | Responsible for all registrations and queries in relation to WNC. |
| Job Responsibilities | <ul style="list-style-type: none"> • The Registrar is be responsible for keeping up to date with any changes to the MyNetball system and specific information about the system sent to them by the KNA registrar. The Registrars will extract all necessary information for the club and KNA from the MyNetball System. Support and assistance is available from the KNA Registrar and from MyNetball. • The Registrar is responsible for assisting any player or WNC member with any online registration enquiries. • The Registrar are responsible for sending the login details and passwords via email to all existing players so they can register online into the MyNetball System. The Registrar will update players contact details to re-send players their login and password details when required. • The Registrar is responsible for monitoring the numbers of players registered in each particular age group. • Proof of age is needed for all new players. The Registrar must sight the original proof of age (birth certificate, passport, or driver license). • The Registrar is responsible for providing a list of players for the grading committee before grading days. It is a KNA requirement that all players from age 9 are graded by the club. The Registrar should ensure there are correct numbers to fill teams and provide an accurate list of players for each age group to the grading committee on request. Custom reports can be created on the MyNetball System to assist with grading. • The Registrar should attend the grading days and mark off players who attend. They should liaise with the grading committee and help ensure players are given equal time on court where possible. • The Registrar is responsible for providing team lists to KNA, the club, the team managers and coaches. KNA will inform Registrar of the date when team lists need to be finalised. • The Registrar are responsible for late registrations. Late registrations are only granted when there is a team for a player to enter and the registration is agreed by the grading committee. • The Registrar is responsible for transfers of players from other clubs and for de-registering players. • The Registrar will need to liaise with the KNA registrar, players, team managers, and WNC committee members. Most communication is via email although occasional phone calls are required. • The Registrar will attend the WNC committee meetings and provide a brief report on registrations. This involves reporting on numbers, teams or any problems encountered. • The role of Registrar involves a lot of work at the beginning of the season (February, March) when players are registering and teams are being organised. After teams are |



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| | finalised and team reports completed, there is little work to do for the remainder of the season. |
| Budget Management | NIL |

JOB HOLDER CAPABILITIES

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| Skills and Experience | <ul style="list-style-type: none">• Organisation• Communication –Both written and verbal. |
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