



Mountain Creek Netball Club

Registrar	
Position Type:	Voluntary
Reports To:	MCNC Executive Committee
Position Length:	1 Year (From AGM to AGM – approx. September to September).
Availability:	Sign-on, grading days, Saturdays, and some evenings.
Certifications Needed:	Current Blue Card (working with children check).

General Description / Responsibilities	
Job Purpose:	The Registrar manages membership and competition administration for the club. Their main duties are registering all members (players, coaches, managers, umpires) and keeping accurate, up-to-date records.
Job Responsibilities:	<p>The responsibilities of the club Registrar are:</p> <ul style="list-style-type: none"> • To be well informed of all organisation activities. • Have a good working knowledge of organisation (MCNC) processes, rules, and policies. • Have a good working knowledge of association (SCNA) processes, rules, and competition outlines. • Provide competition updates/changes to the committee at meetings. • Maintain a membership database of all club members registration information. • Help manage complaints and disputes fairly, following club policies and procedures.
Specific Roles:	<ul style="list-style-type: none"> • Set and share all key dates for the season (e.g. sign-on, grading, training start, team release, break-up). • Aid the Executive Committee in proposing registration fees for the upcoming season. • Open and close the registration portal through Netball Connect. • Work with the Executive Committee to organise Sign On Day and attend to assist with registering players for the upcoming season. • Process all late registration requests and update committee with changes to player numbers. • Manage all affairs regarding PlayOn Vouchers from club members. • Work with the Executive Committee to plan and run team grading and formations. • Arrange and order trophies/awards for the end of season break-up. • Be available and responsive via email throughout the season. • Be available for all club events including sign-on day, grading days, all Saturdays, and Club Break Up. • Be available all day on BBQ day and photo day to assist committee.
Registrar Capabilities:	<p>The individual taking on Registrar will require:</p> <ul style="list-style-type: none"> • Strong communication and interpersonal skills. • Ability to function in a team environment with evenly distributed responsibilities.

	<ul style="list-style-type: none"> • Well-rounded understanding of FairPlay Vouchers. • Foundational understanding of the registration process through the Netball Connect App. • Reliable and able to maintain confidential membership information. • Understand how to separate personal interest and association matters so to always act in the best interest of the organisation. • Well-developed decision-making skills and be receptive to change. • Understand how to separate personal interest and association matters so to always act in the best interest of the organisation. • Dedication and a good role model to the community and committee.
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