



REGISTRAR (JNR & SNR)

DUTIES & RESPONSIBILITIES

- Be responsible for setting up all the registration products on the All Australia Online Registration Platform prior to the 1st January each year.
- Liaise with the Publicity Officer regarding advertising through social media platforms, all competition start dates etc.
- Accept all registrations on a date determined from year to year & ensure that all teams are recorded & correct on the electronic database.
- Organise the draw for grading competitions.
- Be the Convenor of the Grading Subcommittee & ensure that minutes of each meeting are recorded & submitted to the Secretary.
- Liaise with clubs to input teams into digital platforms so the draw can be created.
- Complete the competition draw on a digital platform.
- Set up the electronic timer in preparation for competitions.
- Ensure that club registrars notify by email, all late registrations & that they have been placed in the appropriate team on the database.
- Ensure that all deregistration's have been removed from the team lists.

On a weekly basis

- Advertise weekly games.
- Liaise with Umpire Convenor to ensure coverage of Umpires is adequate.
- Print game score sheets.
- Ensure all Score sheets required for competitions are in control in preparation for competition prior to the start of the first game.
- Ensure all duty teams are trained in all aspects of control set up and closure.
- Liaise with the Treasurer regarding special promotional days such as crazy hair and sock.
- Liaise with the President and committee any concerns involved in the effective running of the competition.
- Enter scores accurately into the digital platform so as to update ladders each week.
- Liaise with President, Committee and clubs with organisation of finals.
- Liaise with Coaching convenor regarding all Net activities
- Complete a list of all award recipients for major awards.
- Order and prepare all trophies at end of each season for Grand finals
- Have a current Working with Children Check & submit the same to the Secretary for addition to records.
- Work towards the betterment of the Association, putting aside club loyalties.
- Any modifications to competitions to liaise with the Executive and Council.
- Consult with the Executive Committee any decision or change that impacts the Association, players or community.

VERSION CONTROL			
DATE	VERSION	NOTES	UPDATED BY
07.02.2022	V2.0	Revised at Council 06.12.21 ratified by Council 07.02.2022	Secretary Susanne Webb
30.01.2023	V3.0	Ratified at Council 30.01.2023	Secretary Susanne Webb
20.08.2023	V3.1	Formatting and logo changes only	Secretary Susanne Webb

