

Position Description

Registrar

Role of the Registrar

The Cambridge Basketball Club Registrar is the first point of contact within the club for all player registration enquiries. The Registrar must ensure all players are registered or transferred in accordance with the competition rules and regulations.

Appointment of the Registrar

The Registrar is appointed at the Annual General Meeting (AGM) for a term of 1 year.

Responsible to:

The Registrar is directly responsible to the Committee of Management of the Cambridge Basketball Club.

Relationships

The relationships of the Registrar include:

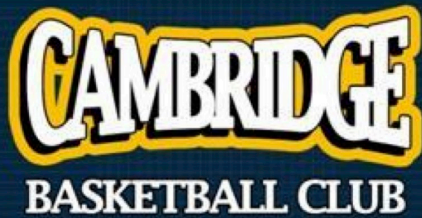
1. Cambridge Basketball Club Committee of Management
2. Cambridge Basketball Club Coaches & Team Managers
3. Cambridge Basketball Club Players
4. Parents / Guardians
5. WBA Domestic Committee Chairperson
6. WBA Competition & Participation Manager

Position Description

Duties of the Registrar

The duties of the Registrar include:

- New player registrations; ensuring all new players are registered within the competition guidelines. Obtain all relevant particulars of players wishing to play for the Club.
- Player registration renewals; follow up with team managers and coaches to ensure players are registered and able to play.
- Finalise clearances for exiting/entering players. Closely monitor transfers to ensure they are only granted in accordance with Club guidelines (financial).
- Prepare a team sheet of players for each team, for distribution to coaches and team managers.
- Provide information as required to enable Club player records to be accurately maintained.
- Provide all new player contact details to:
 - Club Treasurer to enable registration to be finalised.
- Maintain an accurate record of number of games played by every Club player, and order trophies accordingly for Presentation Day.
- Keep an accurate and current record of Working with Children card numbers and expiry dates, for all Club committee members, coaches and team managers. Provide updated copy to the WBA Domestic Committee Chairperson and the WBA Competition & Participation Manager at the beginning of each season.
- Maintain an accurate and current team training schedule.
- Liaise with training venues regarding availability.
- Keep the Club committee informed of the status of registrations at all times.
- In the event of injury, advise player of link through Basketball Victoria website for insurance lodgment/claim.
- Have a good working knowledge of the Association and its regulations.
- Be aware of future directions of the Club.
- Be aware of legal privacy regulations and ensure the requirements are implemented.
- Ensure that any documentation issued by the Association is circulated to those intended – Club committee/coaches/team managers/club members.
- Be available to help with standard committee duties.
- Be available to attend and assist with preparations for the annual Presentation Day.



Position Description

Effective

This policy takes effect from 26th November 2016 and may be amended from time to time as necessary.

Authority

This Position Description has been tabled and unanimously voted upon at a meeting of the Cambridge Basketball Club Committee of Management.

This policy is authorised by the Club's President and Club's Secretary on behalf of the Committee of Management.

Kristine Date
President

Sue Sheridan
Secretary