



JUNIOR REGISTRAR

STATUS: OFFICE BEARER (VOTING RIGHTS)

QUALIFICATIONS: **Essential**
Competent computer literacy skills
Experience in producing spread sheets
Good Organisational Skills
Good People Skills
Pleasant and Approachable Manner

Beneficial
Prior experience as a Club's registrar

DUTIES AS LISTED IN BY LAWS:

“Submit a written report to the Executive Committee for distribution to Delegates and Club Secretaries and publication on the Association Web Site prior to every Executive Committee Meeting, Special General Meeting and Annual General Meeting.

The Duties of the Junior Registrar of the Association are:

- (i) Together with the Senior Registrar receive and record registrations.*
- (ii) Be responsible for the sighting and recording of proof of age for junior players as required.*
- (iii) Receive a record of all junior competition match results.*
- (iv) Check signatures on score sheets of junior games and record results.*
- (v) Compile progressive point scores of junior games and display at grounds each week.*
- (vi) Together with the Senior Registrar display a list of penalties on the notice board at the grounds.*
- (vii) Together with the Senior Registrar compile a list of Grand Final results.”*

RESPONSIBILITIES RE ABOVE DUTIES:

Together with the Senior Registrar convene a Registrars Meeting to be attended by all new club registrars to explain the process for submitting registration of teams and players.

Together with the Senior Registrar convene a 'Late Registration Night' for clubs to submit final teams and players.

Receive and record registrations submitted by the Clubs within the Association, and sight documentation produced to verify 'proof of age' with respect to junior grades and update records as required.

Once the season starts, be at the complex, or ensure a Junior Registrar's representative is available on Saturday mornings to check signatures on score sheets, accept late registrations and answer any registration queries.

Check score sheets for junior grades, verify signatures, before allocating points and record match results on the Association registration system.

In conjunction with the Senior Registrar produce weekly updates of results to be displayed at the grounds each week together with any penalties received by teams with respect to any rules under registration.

Liaise with the Senior Registrar and bring to the attention of the Executive and Council any changes to uniforms clubs may be requesting and obtain permission for the clubs to do so.

Once the final series starts, in conjunction with the Senior Registrar, produce a list of results to fixtures, grounds and umpire's convenors. On grand final day, update winner/runners up list for presentation of trophies.

Office Bearers are required to endeavour to attend Special General Meetings and the Annual General Meeting as listed in the calendar to ensure there is always a quorum as required under the Constitution.

OTHER RESPONSIBILITIES:

In conjunction with the Senior Registrar supply a copy of results and any other documentation required to the Grading Convenor for regrading and late registration throughout the competition for approval.

In conjunction with the Senior Registrar update the Web Page with progressive points and any other information deemed relevant i.e., loss of points etc.

Supply the relevant person with weekly results of the Junior teams for publication in the local newspapers.

In conjunction with the Senior Registrar bring to the attention of the President and the Executive Committee any contentious matters arising from all aspects of registration with respect to NetSetGo to Intermediate players.

In the case of penalties in respect of Junior teams, advise the Executive Committee of the penalties together with any action you recommend should be taken over and above the usual penalties for breaking of the rules.

With respect to night comp supply all relevant information required to night Comp Registrar, Grading Convenor, and the Night Comp Coordinator as quickly as possible to ensure they have adequate time to complete their tasks.

Ensure they have adequate time to complete their tasks.

Liaise with the Executive Committee if there are any matters which should be distributed to Club Delegates and Club Secretaries and need to be put on the Association Web Site prior to Executive Committee Meeting, Special General Meeting and Annual General Meeting.

Any other duties that may be required or requested by the Executive during the year.