



SENIOR REGISTRAR

STATUS: OFFICE BEARER (VOTING RIGHTS)

QUALIFICATIONS: Essential
Competent computer literacy skills
Experience in producing spread sheets
Good Organisational Skills
Good People Skills

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 Senior Registrar of the Association are:

- (i) Together with the Junior Registrar receive and record registrations.*
- (ii) Be responsible for the sighting and recording of proof of age for cadet and senior players as required.*
- (iii) Receive a record of all cadet and senior competition match results.*
- (iv) Check signatures on score sheets of cadet and senior games and record results.*
- (v) Compile progressive point scores of cadet and senior games and display at grounds each week.*
- (vi) Together with the Junior Registrar display a list of penalties on the notice board at the grounds.*
- (vii) Give permission to clubs to register or change their uniform with Council approval.*
- (viii) Together with the Junior Registrar compile a list of Grand Final results.*
- (ix) Provide a list of Register of Members to the Administration Manager for forwarding to Netball NSW.”*

RESPONSIBILITIES RE ABOVE DUTIES:

Together with the Junior 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 Junior 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 Cadet and Senior Grades and update records as required

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

Check score sheets for Cadet and Senior Grades, verify signatures, before allocating points and record match results on the Association Computer System

In conjunction with the Junior 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.

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 Junior Registrar, produce a list of results to Fixtures, Grounds and Umpires Convenors. On Grand Final day update Winner/Runners Up list for presentation of trophies.

OTHER RESPONSIBILITIES:

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

In conjunction with the Junior 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 Cadet and senior teams for publication in the local newspapers.

In conjunction with the Junior Registrar bring to the attention of the President and the Executive Committee any contentious matters arising from all aspects of Registration with respect to Cadet and senior players and teams.

In the case of penalties in respect of cadet and senior 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 the Night Comp Registrar, Grading Convenor and the Night Comp Co-ordinator as quickly as possible to 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.

Set up each and close off all seasons of competition online.

Provide a list of teams to the Grading committee for the purpose of grading for each season. This will include 2 previous years of members records.

Liaise with All Abilities convenor to ensure all members are registered.

Liaise with the Treasurer and Accounts department on members fees.

Control access to the registration system for executive members.

Liaise with NNSW on registration matters.

Keep up to date with all matters of registrations with NNSW.

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