



## Registrar

The Registrar is responsible for managing the proper registration process of the Club's players and members.

*Responsible to: Club Secretary*

### DESIRED SKILLS

- Good written and verbal communication skills
- Good administration skills
- Good computer skills
- Ability to respond to queries promptly and efficiently

### KEY ROLES & RESPONSIBILITIES

- Adhere to the mission, vision, and values of the Club.

#### Pre-season

- Liaise with the Committee to establish competition details for the season including game days, times and registration fees.
- Update PlayHQ with registration information for all competitions.
- Liaise with the Woolworths Cricket Blast Coordinator to ensure program information is updated on PlayHQ as required.
- Register the Club for insurance as required.
- Produce marketing material (eg. flyers, posters) to promote the Club's competitions/programs and distribute to Club members, local schools and community groups etc.
- Promote the Club's competitions/programs and registration information on the Club's website, social media pages, newsletter etc.
- Establish links and liaise with local schools/colleges/community groups to promote the Club's competitions/programs.
- Organise the Club 'Come & Try Day' if applicable.
- Act as the first point of contact for all registration enquiries.
- Act as the Club's main user for PlayHQ with full permission to access all areas.
- Provide user access and manage permissions for designated Club officers on PlayHQ as required.
- Liaise with PlayHQ Helpdesk for technical support as required.
- Attend Committee meetings and provide updates on registration numbers as required.
- Attend Club, Association, State Association meetings and events as required.
- Ensure all registrations are processed efficiently with registration fees being paid on time.
- Ensure any requests for player age dispensations are submitted to the relevant association for approval according to the relevant age group competition rules.
- Process all player transfer applications and clearances.
- Manage registration fee payment plans
- Develop team lists and communicate with Coaches and/or Team Managers and update PlayHQ.

#### During the season

- Maintain registers of all members and life members stored in Microsoft Teams.