



Role Description- Registrar

ROLE INFORMATION	
Purpose	The Registrar is responsible for keeping club records, in particular making sure all club participants, volunteers, coach and players are appropriately registered.
Responsibilities	<p>Primary responsibilities for the role of Registrar include:</p> <ul style="list-style-type: none"> • Ensure that all participants are registered to the club in Rugby Xplorer and maintain the accuracy of these records. • Reconcile registrations in Xplorer with financial income • Work with Committee Member responsible for Rugby Operations, team allocation based on club policy • Provide registration reports to coaching staff where required • Action Rugby Xplorer administration duties: <ul style="list-style-type: none"> ○ Player Clearances ○ Serious Injury Reporting ○ Incident Reporting • Disseminate match schedule and team information • Liaise with Sub-Union regarding club participation in competition

EXPERIENCE AND CAPABILITIES	
Qualifications and Experience	<ul style="list-style-type: none"> • Previous experience in a not-for-profit, volunteer-based organisation is preferable. • Knowledge of the laws and legislation relating to non-profit organisations.
Knowledge and Skills	<ul style="list-style-type: none"> • Strong understanding and working knowledge of the sub union constitution, rules, by-laws, policies and procedures. • Ability to effectively and efficiently implement the organisations administration and management requirements. • Ability to identify, prioritise, complete and delegate tasks appropriately to meet deadlines. • Good organisational, record keeping and people skills. • Good communication skills including written and oral. • Possess basic financial management skills. • Dedicated club person with strong work ethic. • Strong interpersonal skills.