

JOB DESCRIPTIONS



Club Registrar

Summary:

This person is responsible for keeping club records, particularly making sure all players are financial and entered on the appropriate databases.

Responsible to:

Club Secretary

Role:

1. Before any player participates in a match, ensure that he/she is covered by Union insurance. Collect and issue a receipt for player registrations to each player . These funds must be provided, as they are collected, to the club Secretary
2. Enter all player and official records on the ARU RugbyNet database. Maintain the accuracy of these records.
3. Supply coaching staff with periodic reports on player registrations.
4. Allocate the compilation of club records annually including:
 - Player eligibility for final series
 - Historic records
 - Season awards points progression
5. Present to the Executive an annual compilation of all club records and associated documentation

Performance Measures:

- Achieve a 90% player registration target
- By the end of each year provide a report on club registration and participation numbers and playing records