

# Waratah Netball Club

## Registrar's Duties

12<sup>th</sup> October 2021

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### Intro

The Registrar is an Executive member of the Club. The Registrar is responsible for the processing of membership information and registering Waratah Netball Club teams and players with Newcastle Netball Association, Netball NSW, and Netball Australia as required.

### Registrar's Tasks:

The Registrar must:

- Understand the obligations and responsibilities as outlined in the Associations Incorporations Act
- Ensure that the Club is managed in accordance with the intent of the Department of Fair Trading guidelines and the Associations Incorporations Act
- Have a sound working knowledge of the Constitution & Rules
- Have a good knowledge of the PlayHQ registration system
- Access and update registration documentation required by both Newcastle Netball Association (NNA) and Netball NSW
- Ensure that the Club (MyClubMate) database and PlayHQ data is synchronised
- Ensure that a register of Committee members is maintained in MyClubMate iaw the Club Constitution para 6
- Ensure that a historical record of members is maintained
- Advise the Club Executive when Club members qualify for Life Membership
- Promote registration procedures internally and externally
- Act as the Club contact point for potential new players
- Facilitate registration days and online registration procedures
- Trouble shoot registration difficulties for members
- Submit team nominations to NNA as required
- Represent Club interests at NNA Grading Review Day
- Facilitate late registrations at Club and Association level
- Liaise with the Selection Committee as required
- Liaise with Treasurer re payments due
- Act as signatory on Club bank accounts
- Attend Club meetings
- Review this Duty Statement annually, or on appointment to the position