



# VOLUNTEER POSITION DESCRIPTIONS

## REGISTRAR

### **Responsibilities**

The Registrar is responsible for the accurate and timely registration of all players, coaches, trainers and other club officials.

### **Duties**

- » In conjunction with the Board / Committee, plan, coordinate and manage club registration days at the commencement of the season
- » Ensure that all players are correctly registered on the online registration platform (LeagueNet)
- » Ensure that original copies of birth certificated and other proof of age document are sited at the time of registration and uploaded to the player / volunteers LeagueNet member record
- » Obtain identification photographs for all players and upload them to the player / volunteers LeagueNet member record
- » Prepare a list of players and volunteers for each age group / team and distribute to the teams manager and coach
- » Ensure all coaches, managers, sports trainers and volunteers are registered on the online registration platform (LeagueNet)
- » Ensure all registered coaches, managers, sports trainers and volunteers are allocated to their appropriate teams on LeagueNet
- » Be familiar with the NSWRL Transfer Policy and its restrictions on player movement from club to club
- » Be familiar with the NRL National Clearance Policy
- » Liaise with your District Administrator to ensure that all players and volunteers have appropriate identification for game day