

Position Description and Agreement



Fortitude Valley Rugby League Football Club Junior Registrar

Purpose

The Fortitude Valley Rugby League Football Club – Junior Division (FVRLFC) Junior Registrar is primarily responsible for the correct registering of junior members and volunteers of the FVRLFC.

This position will involve all stages of the registration process, including conducting sign on days, monitoring online registrations and clearances and the proper keeping of individuals personal details and files.

The Registrar will also work closely with the Secretary and Senior Registrar to ensure all members and records are accurate and up to date.

Key Roles & Responsibilities

- ☐ Plan, implement and supervise the registering of Registered Members with the Club and National Rugby League (NRL).
- ☐ Be responsible for, and ensure that, the information concerning Registered Members provided to RLB and QRL is accurate and correct in all respects.
- ☐ Action any requests from RLB in relation to registrations.
- ☐ Work with Secretary on any changes to emails to ensure email groups are up to date.
- ☐ To act as a point of contact regarding information about registration issues and respond within 24 hours where applicable.
- ☐ Ensure registration details are entered online correctly and/or registration forms are completed correctly.
- ☐ Submit and monitor online clearances for players transferring in, ensuring the transfer quest is completed.
- ☐ Respond to online clearances for players transferring out as advised by Secretary/President.
- ☐ Work with the Secretary to ensure blue card requirements are met for all junior volunteers.
- ☐ Ensure each player has a parent and/or guardian contact number and email registered.
- ☐ Provide Treasurer with regularly updated unpaid fees reports for all junior players.

Position Description & Agreement

- ☐ Check original or copies of birth certificates, or proof of age documents for players to ensure the correct age group is allocated. Photographs and certificates to be uploaded to database.
- ☐ Organise registration days/events at appropriate venues and times prior to the season commencing.
- ☐ Ensure all players' details are correct for re-registering athletes.
- ☐ To liaise with the Committee on the structure of registration fees.
- ☐ Assist where required with entering game results into database and emailing completed game sheets to BRL.
- ☐ Email regular updated team sheets to managers and secretary (include NRL number and contact details but no residential addresses).
- ☐ Run periodic 'games played' reports for age groups with more than one international team
- ☐ Manage ID checks for all chairman's trophy and junior finals
- ☐ Assist Secretary to coordinate volunteer roster for junior games days and finals
- ☐ Keep the Committee informed of the current status of membership by submitting reports as required to the committee.
- ☐ Carry out such duties as may be required by the committee.

Post Season:

- ☐ Review and revise position description to ensure it continues to reflect the requirements of the role.
- ☐ Train, mentor and support the next FVRLFC Junior Registrar.

Essential Skills & Requirements

- ☐ Efficient and organized and an excellent communicator
- ☐ Have the ability to forward plan and provide necessary information directly or through the Secretary to BRL and QRL
- ☐ Be aware and implement privacy regulations
- ☐ Be competent with Microsoft Office Software and national registration database
- ☐ Act in the best interests of the members always
- ☐ Strong understanding of FVRLFC and sport's rules
- ☐ Attend all FVRLFC general meetings as required
- ☐ Undertake the role in good faith and honesty
- ☐ If at any stage the FVRLFC Junior Registrar becomes aware of a personal conflict of interest, real or perceived between themselves and the club, they should immediately notify the FVRLFC Secretary of the conflict who will immediately inform all other Committee Members
- ☐ Hold or willing to apply for a current volunteer's "working with children" check (if legally required)
- ☐ Can oversee organisational activities

Position Description & Agreement

- ☐ A good understanding of the sporting and competition requirements at local, regional and higher levels.
- ☐ Unbiased and impartial on all issues.

Length of Term

One year – position up for re-election at association Annual General Meeting.

Remuneration

This position is undertaken on a voluntary basis.

Agreement

I, _____(name), hereby agree to accept and undertake the position of FVRLFC Registrar as outlined in the position description above.

Signed: _____
(FVRLFC Registrar)

Signed: _____
(FVRLFC President)

Date: _____

Date: _____