**INTRODUCTION**

The Registrar’s role is to ensure the membership database is complete and accurate at all times. They are also responsible for inputting results into the database.

**WOULD SUIT SOMEONE WHO**

* Can learn the ins and outs of the online SportingPulse system relatively easily
* Is intuitive around learning an online results management system

**RESPONSIBILITIES**

**Preseason**

* Ensure the club is set up properly for online registrations
* Register all new players on the online SportingPulse system if they fill out a paper form
* Ensure all paperwork for player transfers is submitted in a timely manner
* Ensure all players and members have signed the relevant Code of Conduct
* Provide all members with their membership cards and membership packages
* Brainstorm strategies to increase membership
* In conjunction with the Treasurer, ensure a record of all membership fees is maintained
* Ensure the Secretary is provided with a full list of contact details for all club members

**During the Season**

* Collect match results and team sheets from Team Managers
* Enter team sheets and results on SportingPulse in accordance with the leagues rules
* Maintain the online (SportingPulse) membership database
* Process insurance claims
* Follow up with Coaches & Team Managers and ensure players are registered and able to play
* Follow up with Treasurer on outstanding membership fees

**KEY RELATIONSHIPS**

* **Reportable To: President**
* Team Managers
* AFL Darling Downs Registrar
* Committee Members

**TIME COMMITMENT REQUIRED**

* In the couple of months prior to the season beginning, 2 hours per week will be required to update new registrations and player paperwork
  + During the season, one hour per week will be sufficient
* Entering results online on Saturday evening is important and will take no longer than 1 hour to complete
* Attendance at all club sign-on days is essential (approximately 3 events of 2-3 hours each)
* Attendance at the monthly committee meeting is required

**TRAINING/RESOURCES REQUIRED**

* Attend the Registrar’s workshop
* Internet access (will be available at the club if required)