

Position Description – REGISTRAR

Status	Holds a position on the communications sub-committee and works directly with the management committee.
Key Objective	<i>To Manage & coordinate the sign-on and registration of all players & teams</i>
<ul style="list-style-type: none"> • Responsibilities 	<ul style="list-style-type: none"> • Maintain and manage player registration forms in an orderly and up-to-date manner. • Coordinate player registration at sign on day and ensure treasurer (or delegate) is present to issue receipts for all payments made to BHC • Have available at sign on all hockey net details for members from previous year (can be attached to current year registration form). • Create /update any information in hockey net using information from registration forms. • Ensure accurate record of registrations is provided to Secretary / treasurer for input to BHC Financial database (ie produce spreadsheet/s from hockey net with all relevant info). • Ensure hockey net player information is distributed to coordinators, coaches and team managers. • Collate registration forms into the format required by IHA • Liaise with co-ordinators to ensure names and teams are nominated correctly per IHA rules and dates. • Have all paperwork to IHA by the nominated dates in the correct format. • Provide advice on requirements for dual player registrations • Ensure VP-Operations and all male / female coordinators and coaches are notified when a dual registration application is received (to ensure IHA limit on numbers of dual registered players is complied with). • Be the port of call for information relating to IHA representative team/player paperwork. • Be willing to assist secretary with hockey net updates/ spreadsheet updates throughout the season if required. • Attend BHC Operations sub-Committee meetings or club training sessions, as required during pre-season, to ensure collection of player registration paperwork from managers etc. • Have a working knowledge of the IHA Bylaws and requirements in relation to player registrations. • Be familiar with the requirements of the BHC Rules of Association. • Brief incoming registrar on Club procedures.
Key Skills / Experience	<ul style="list-style-type: none"> • Good standard of written and oral communication. • Competency in use of Microsoft Word, Excel and email systems. • Ability to use web based, and other, databases (or ability to learn how to use databases). • Good organisational and record keeping skills. • Ability to coordinate tasks and meet deadlines.

Accountability	<ul style="list-style-type: none"> • BHC Management committee 						
Relationships	<ul style="list-style-type: none"> • Management Committee and Communications / Operations Sub-committee, • Coordinators, Team coaches, Team managers and BHC Club members • IHA Records Secretary 						
Relevant Policies & Procedures	<ul style="list-style-type: none"> • Be aware of the content of, and abide by, these policies / Procedures <table border="1" data-bbox="560 506 1433 678"> <tr> <td>BHC's Committee / Administrator Code Of Conduct</td> <td>Internet/email</td> </tr> <tr> <td>BHC Rules of Association</td> <td>IHA Bylaws</td> </tr> <tr> <td>Associations Incorporation Act</td> <td>Privacy Laws</td> </tr> </table>	BHC's Committee / Administrator Code Of Conduct	Internet/email	BHC Rules of Association	IHA Bylaws	Associations Incorporation Act	Privacy Laws
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Terms	<ul style="list-style-type: none"> • The above tasks will need to be undertaken for a time period from Jan – April/May. • Reduced playing fee, in accordance with the approved Volunteer Discount Schedule, Free Officials shirt (or item as approved for the current year's volunteer workforce) 						
Resources	<ul style="list-style-type: none"> • Out of pocket administration and phone expenses, as approved by the committee • All hockey net instructions are documented and available on the BHC website • IHA requirements are available on the IHA website 						
Training	<ul style="list-style-type: none"> • Induction • Data collection & recording (BHC Database, Sporting Pulse Database) • Processing of IHA registration forms 						
Tips	<ul style="list-style-type: none"> • Use Checklists • Communication with secretary on dates / events • Maintain confidentiality on relevant matters 						

Tasks

In addition to the general communication and administration responsibilities outlined above the following key tasks are required at various times of the year (guide only).

Month	Key Tasks
Dec	<ul style="list-style-type: none"> Review previous year's registration forms & ensure they're still appropriate (modify, with input from the Management Committee and coordinators, if necessary).
Jan	<ul style="list-style-type: none"> Prepare materials for sign on day (new membership forms, returning members forms, team lists for treasurer)
Feb	<ul style="list-style-type: none"> Sign on day – 1st weekend Feb (generally) Ensure the treasurer is notified of any financial payments handed in with registration forms Enter new membership registration forms into sporting pulse / hockey net database & update existing / old members Provide secretary / treasurer with spreadsheet containing player registration details etc.
March	<ul style="list-style-type: none"> Remind all coaches, managers and players about BHC & IHA rego form and fee payment requirements prior to taking the field Process hockey player clearances Remind coaches and managers of IHA requirements for submission of rego details and teams.
April	<ul style="list-style-type: none"> Coordinate submission of IHA rego forms and team lists to IHA
May	<ul style="list-style-type: none"> Follow up with late registration forms and team changes / representative nominations.
Jun - Aug	<ul style="list-style-type: none">
Sep	<ul style="list-style-type: none"> Confirm contact details with team managers (some players change address, email, ph etc throughout the season) for ease of use at next year's sign on day
Oct	<ul style="list-style-type: none">
Nov	<ul style="list-style-type: none"> Update this task list with important reminder items, where necessary, and handover to new registrar

SIGN OFF

I have read and understood all the policies, procedures, incorporation, and legislation requirements expected of this position.

I hereby agree that I am able to carry out the requirements as detailed and I agree to uphold the vision, values, goals and policies of the organisation that elected me to this position

I hereby agree to regularly attend committee meetings, special meetings and organisation functions required of my position.

I accept that if I am unable to complete my responsibilities in accordance with the determined expectations, that **I will vacate** the position immediately; and/or acknowledge the organisation will have the right to declare the position vacant

Position Holder

<i>Name</i>	<i>Signature</i>	<i>Date</i>
_____	_____	_____

Witnessed by

<i>Name</i>	<i>Signature</i>	<i>Date</i>
_____	_____	_____