



POSITION DESCRIPTION – Registrar

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| Organisation: | Karratha Netball Association |
| Position Title: | Registrar |
| Position Type: | Voluntary |
| Reports to: | Committee Members, President of Karratha Netball Association |
| Time Commitment: | On average, mid-season: 5 hours / week Out of season: 30 minutes / week |

POSITION REQUIREMENTS

Purpose

Oversees the registration of players, teams, and clubs. Ensure all members are registered in accordance with Association policies and that records are kept up to date.

Knowledge/Skills

- Strong written and verbal communication skills
- Excellent organisation and record keeping skills
- Basic IT competency (Microsoft Office, Email)
- Experience with PlayHQ or willingness to learn

Responsibilities and Duties

- Set up the season on PlayHQ to allow Club registrations and team nominations
- Submit player de-registration requests via Netball WA's link in collaboration with the Treasurer prior to the annual cut off date.
- Submit KidSport vouchers through the portal
- Oversee Single Game Vouchers on Square
- Oversee the recording of Single Game Vouchers on Netball WA's spreadsheet
- Cross check scorecards each week for potential breaches of the Competition Manual
- Ensure MVP votes are entered correctly after each round
- Check player eligibility ahead of Finals
- Record Player suspensions or incidents in PlayHQ at the direction of the Vice President
- Answer registration inquiries and liaise with Netball WA as necessary for accurate responses
- Monitor and respond to the Registrar email account.
- Attend monthly committee meetings
- Mentor the incoming Registrar upon vacating the role ensuring documentation and procedures are up to date.

ADDITIONAL INFORMATION

Required Checks:

- Working With Children Check

Benefits:

- Be part of dedicated team focused on growing and developing the Karratha Netball Association
- Network and collaborate with other volunteers and industry professionals
- Help shape the Associations goals and future direction
- Use and develop your skills in a positive, engaging and meaningful way.