

# **Dubbo Touch Association**

## **Position Description for Registrar**

### **Brief description of the Registrars role:**

The registrar is responsible for the administration of accurate registrations for players, referees and officials for each competition, and the lodgement of these records with New South Wales Touch Association.

### **Duties:**

1. Set up and coordinate competitions and registrations for players, referee and officials for each competition using Mysideline.
2. Make contact with all Team Captains that haven't registered minimum numbers at least 2 weeks before registration closes and then follow up if needed.
3. Remove all teams that have not registered minimum numbers after consultation with Team Captains.
4. Request refunds if required.
5. Deregister refunded registrations.
6. Create spreadsheet order for Junior Competition playing singlets.
7. Keep an accurate record of registered players and team details.
8. In conjunction with the Coaching and Representative Players Coordinator ensure that all representative players are registered with DTA
9. In conjunction with Competition Director and Publicity Officer, coordinate registrations.
10. Assist individual players to find teams during the registration period.
11. Run reports on Mysideline as required for statistics, grants purposes etc.
12. Coordinate late player registrations when approved in accordance with the DTA policy.
13. Complete NSW Touch Affiliation and Insurance paperwork and submit with payment prior to the first round of competition.
14. Attend committee meetings on a regular basis and attend to tasks delegated at these meetings.
15. Provide support and assistance to other committee members as required.
16. Provide Working With Children Check details to the WWC and Member Protection Officer as well as team managers of local competition where required.
17. Monitor and respond to Registrar email account.
18. Receive and respond to phone calls and text message enquiries.