



REGISTRAR

INTRODUCTION

The Registrar's role is to provide clubs with accurate information regarding player registrations, transfers and queries regarding the running of the competitions themselves.

WOULD SUIT SOMEONE WHO

- Has a the interests of football front of mind
- Can learn the ins and outs of the online SportingPulse system relatively easily
- Is intuitive around learning an online results management system
- Has past experience as a club Registrar

RESPONSIBILITIES

Preseason

- Ensure the association is set up properly for online registrations
- Run the preseason Registrar's workshop to upskill new club Registrar's
- Handle any club queries regarding player registrations or transfers
- Set up the competitions on SportingPulse including the draws and competing teams
- At the league level, approve any transfers or clearances which are required

During the Season

- Ensure submitted results are accurate and reflect the goal umpires scorecards, including goalkickers
- Maintain the online (SportingPulse) membership database
- Collate best & fairest results
- Input results into the presentation night slideshow
- In conjunction with the Treasurer, follow up on outstanding registration fees
- Maintain strict confidentiality with regards to best & fairest votes & other awards

KEY RELATIONSHIPS

- **Reportable To: President**
- **Key Reports:**
 - Club Registrars
- Club delegates
- AFL Queensland staff

TIME COMMITMENT REQUIRED

- Approximately 2 hours per week will be required.
 - Prior to the season, handling club queries and setting up the competitions, if time is allocated appropriately.
 - During the season, checking submitted results will take no longer than 1 hour to complete on a Sunday or Monday
 - Creating the powerpoint presentation will take no more than 1 hour per week
- Attendance at the monthly league delegates meeting is required

TRAINING/RESOURCES REQUIRED

- Knowledge of the local football landscape
- Support from AFL Queensland can be provided to assist upskilling