



CLUB REGISTRAR – POSITION DESCRIPTION

A Sports Club Registrar is responsible for managing membership, registrations, and player records, ensuring compliance with league rules, and facilitating communication between the club and its members. They handle all aspects of the registration process, including sign-up days and maintaining accurate records of player and volunteer information.

The Registrar is the membership and competition administration officer of the club. Coordinates between members, the committee and outside agencies in relation to all member registrations.

This is an **ELECTED** position with voting rights on all board issues.

Key Responsibilities:

Baseball Queensland Registration database:

- Understand how the approved Baseball Queensland registration database operates
- At the start of every season, ensure player categories and fees are set up for the new season in the approved Baseball Queensland registration database

Membership & Registration:

- Manage the entire membership lifecycle, from registration to renewals and cancellations.
- Ensure all players are registered or transferred according to league rules and regulations.
- Distribute registration guidelines to clubs and players.
- Supervise and be responsible for the proper registration of all players.

Record Keeping:

- Maintain accurate records of all registered players and volunteers.
- Record individual player details and any necessary transfers.
- Keep records of player injuries/incidents in a central database.



Communication & Coordination:

- Facilitate communication between the club, members, and relevant outside agencies.
- Liaise with team managers, the treasurer, and other relevant club officials.
- Assist players with transfer forms and inform the secretary of player movements.
- Communicate player milestones to the website coordinator.
- Review player eligibility for finals games prior to finals games commencing

Other Duties:

- May assist with the preparation of annual player presentations.
- May track player milestones for recognition by the club.
- Liaise with Treasurer to ensure all registration fees are paid by 31 December each season.
- Advise unfinancial players that they are suspended if fees are not paid as of 31 December each season.
- Advise Team Coaches of suspended players list to ensure suspended players do not play until fees are paid in full.

Essential Skills:

- Effective communication and organizational skills.
- Strong understanding of club and sport rules.
- Proficiency with relevant software.
- Ability to work under pressure, especially during peak registration periods.

Accountability:

- Accountable to the Club President and the club members.
- May report to the General Committee or relevant committee members.

Additional Notes:

- The Registrar may also be involved in other administrative tasks, such as managing canteen operations or maintaining club records as needed.
- The role may require some time commitment, especially during the pre-season and during the season.



NOMINATION FORM

NAME (please print)

MEMBERSHIP STATUS (Financial?) (please print)

NOMINEE: _____

PROPOSER: _____

SECONDER: _____

POSITION:

- President : Vice President – Club Operations: Vice President – Baseball Operations:
- Treasurer : Secretary : Registrar : General Committee

• (Please indicate position nominated by checking the appropriate check box)

A person is not eligible to be elected to the Committee if:

1. the person has been convicted –
 - a. on indictment; or
 - b. summarily and sentenced to imprisonment, other than in default of a fine; and the rehabilitation period, as defined in the Criminal Law (Rehabilitation of Offenders) Act 1986, in relation to the conviction has not expired; or
2. the person is an undischarged bankrupt under the Bankruptcy Act 1966 or the law of an external territory or another country; or
3. the person has executed a deed of arrangement under the Bankruptcy Act 1966, part X or a corresponding law of an external territory or another country and the terms of the deed have not been fully complied with; or
4. the person's creditors have accepted a composition under the Bankruptcy Act 1966, part X or a corresponding law of an external territory or another country and a final payment has not been made under the composition; or
5. the person is a patient within the meaning of the Mental Health Act 1974; or

The nominee hereby accepts the nomination, and declares that to the best of his/her knowledge there is nothing contained within the constitution of Western Districts Baseball Club Inc, or the Act that precludes the nominee from being either nominated or elected to the position described above.

_____/_____/____ Signed and dated by the Nominee

The proposer and seconder hereby declare that to the best of his/her knowledge there is nothing contained within the constitution of Western Districts Baseball Club Inc, or the Act that precludes the nominee from being either nominated or elected to the position described above, and that they are financial members of Western Districts Baseball Club Inc. and are not precluded from proposing or seconding the nominee.

_____/_____/____ Signed and dated by the Proposer

_____/_____/____ Signed and dated by the Seconder