

PROCEDURE OUFC- PD 006

Registrar

1 PURPOSE

The purpose of this Position Description is to control the documents and define roles and responsibilities regarding the position of Registrar of OUFC.

2 SCOPE

Controlled documents include, but are not restricted to:

- Registration Forms
- Registration procedures for members
- Membership Records
- Grading Forms
- Nomination Forms
- Working with Children Forms
- Prohibited Employment Forms

Documents may be printed or in the form of computer data.

3 REFERENCES

Club Constitution
OUFC PD Football Director 005
OUFC 002 Executive Committee
OUFC PD Vice President 002

4 RESPONSIBILITY

Registrar	The Registrar is responsible for all matter relating to the registration of players with the club and on behalf of the Club with the CCF. Support the Executive in encouraging club members to adhere to and follow the Constitution and Policy and Procedures.
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5 DEFINITIONS

Club: - Ourimbah United Football club

Committee: - The elected members of the managing body of the OUFC

6 ACTION / METHOD

Personnel and Technical Skill Requirements

1) Demonstrate a good understanding of the operational rules relating to the Game of Football and the CCF

2) Demonstrate good communication skills, with the ability to communicate professionally to all levels of the Club as well as outside stakeholders. Strive to continually improve communications processes within the Club.

3) Maintain resources and records to professional industry standards.

4) Promote and encourage professionalism in sports management and in the Game of Football, within the committee and the Club as a whole.

5) Encourage all members of the Club to observe the code of conduct.

6) The duties of Registrar shall include but not limited to;

- * Ensure that all players that register with the Club are eligible to play.
- * Arrange for players, teams, Coaches and Managers to be duly registered with the CCF.
- * Keep a documented record of all persons registered with the Club as Players, Coaches or Managers, and provide a copy to the Secretary.
- * Ensure that such persons are not disqualified from registering.
- * Liaise with the Treasurer to ensure that all outstanding fees and subscriptions owed by registered players are collected and issue a receipt for all monies received and deposit with the Treasurer.
- * Liaise with the Treasurer to ensure registration cards are only issued after full registration payment is received and that Code of Conduct and Selection Policy form is returned, duly signed by player, parents and or guardians.
- * To retain a record of documents covering transfer of players.
 - * Work with the Committee to allocate days and times and venue for registrations.

7) Where possible, attend all official functions and major events of the Club.

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8) The Registrar shall, as soon as practicable after being elected, provide to the Club Secretary their address and contact details.

7 ACCOUNTABILITIES

The Registrar is accountable to the Vice President and the members for the actioning of their duties and their professional conduct.

Document changes

The Quality Manager will ensure that all controlled copies are effectively updated.

External documents

At least once each year, the Quality Manager will check to ensure controlled copies of any external documents (e.g. Football Rules) are current. This check will be noted on the cover or label, signed and dated. Where the document held is no longer current it will be withdrawn, and replaced if necessary.

Revision History

<i>Revision</i>	<i>Date</i>	<i>Author</i>	<i>Notes</i>
1.0	4/11/10	Grant Cawley	Document Original