



OFFICER CRICKET Registrar Position Description

The Officer Cricket Club Registrar is a non-general committee role appointed by the executive/general committee. The role is responsible managing the club's registration process and related system at Officer Cricket Club (OCC)

OBJECTIVES

- To provide coordination of the club's registration activities.
- To provide support to the executive committee through the efficient operation of the club player registrations.

RESPONSIBILITIES

- Liaise with the Committee to establish competition details for the season including game days, times and registration fees.
- Update Play HQ with registration information for all competitions.
- Liaise with the Woolworths Cricket Blast Coordinator to ensure programming information is updated on Play HQ as required.
- Register the Club for insurance as required.
- Produce marketing material (eg. flyers, posters) to promote the Club's competitions/programs and distribute to Club members, local schools and community groups etc.
- Promote the Club's competitions/programs and registration information on the Club's website, social media pages, newsletter etc.
- Establish links and liaise with local schools/colleges/community groups to promote the Club's competitions/programs.
- Organise the Club 'registration day' if applicable.
- Act as the first point of contact for all registration enquiries.
- Act as the Club's main user for Play HQ with full permission to access all areas.
- Provide user access and manage permissions for designated Club officers on Play HQ as required.
- Liaise with Play HQ Helpdesk for technical support as required.
- Attend Committee meetings and provide updates on registration numbers as required.
- Attend Club, Association, meetings, and information events as required.
- Ensure all registrations are processed efficiently with registration fees being paid on time.
- Ensure any requests for player age dispensations are submitted to the relevant association for approval according to the relevant age group competition rules.
- Process all player transfer applications and clearances.
- Develop team lists and communicate with Coaches and/or Team Managers and enter onto Play HQ.
- Undertake tasks at the request of the president, executive or general committee.
- Be familiar with the rules, policies, and practices of the OCC

RELATIONSHIPS

- Reports to the Director of Cricket Operations or Director of Junior Operations.
- Liaises with the communications manager, website manager and social media coordinator.
- Liaises with the president, executive committee, and all club members.

ACCOUNTABILITY

- The Registrar is accountable to the Director of Cricket Operations or Director of Junior Operations.
- Provides a report on any aspect of club registrations operations to the committee when requested.
- Seeks ratification from the Director of Cricket Operations or Director of Junior Operations prior to committing the club to any financial expenditure or action.

27-Jun-23

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