



# VOLUNTEER POSITION DESCRIPTIONS

## REGISTRAR

### **Responsibilities**

The Registrar is responsible for the accurate and timely registration of all players, coaches, trainers and other club officials.

### **Duties**

- » In conjunction with the Board / Committee, plan, coordinate and manage club registration days at the commencement of the season
- » Ensure that all players are correctly registered on the online registration platform (MySideline)
- » Ensure that birth certificates and other proof of age document are sighted at the time of registration and are correctly uploaded to the player / volunteers MySideline member record
- » Ensure that photographs for all players and uploaded to the player / volunteers MySideline member record
- » Prepare a list of players and volunteers for each age group / team and distribute to the team manager and coach
- » Ensure all coaches, managers, sports trainers and volunteers are registered on the online registration platform (MySideline)
- » Ensure all registered coaches, managers, sports trainers and volunteers are allocated to their appropriate team squad lists in MySideline
- » Be familiar with the NSWRL Transfer Policy and its restrictions on player movement from club to club
- » Be familiar with the NRL National Clearance Policy
- » Ensure all Team Managers at your club have access to their team lists and player and team staff identification through [www.manager.mysideline.com.au](http://www.manager.mysideline.com.au)