



# Donvale Dunkers Basketball Club

## Registrar

March 2024

**Role:** Club Registrar

**Reports to:** Executive Committee

**Committee member:** Yes

**Expected hours of work:** 10 hours per month, variable by month

Maintain communication with MEBA at association level in all matters relating to daily operations and ensure this information is distributed accordingly. The Registrar is often the first point of contact for people interested in the club who need information or details about activities.

### Responsible To

The Registrar is a member of the Committee of management.

The Registrar is responsible to the President of the Committee, on behalf of the members of the Club.

### Responsibilities and Duties

- Ownership of the registration process for the club and managing key members of the committee to deliver teams for each season to ensure a smooth delivery of registrations.
- Provide support for all committee members and help facilitate communication throughout the club with Parents, Team Managers and Coaches
- Distribute information as appropriate from MEBA and provide an effective channel for the club to formally communicate with the association on operational issues pertaining to the competition including other teams, players, coaches, referees, health & safety.
- Collect and distribute incoming/outgoing mail.
- Review previous registration processes and recommend any updates / issues / proposed changes to the process to the committee.
- Liaise with the Website Coordinator to review and approve updates of new season's team information to the Dunkers web site.
- Ensure all AGCs and the Child Welfare Officer send out have all the relevant information to coaches and team managers each season and maintain a record of WWCC, members protection declaration forms, child safety completion records for the purpose of fulfilling our hire agreement with DCC.
- Work with the Social Media and Website Coordinator to provide registration details, and updates throughout the season.
- Maintain an updated database of the Dunkers committee. Using Mailchimp as a platform in conjunction with PlayHQ.
- Liaise with Donvale Christian College each season to confirm gym hire requirements.
- Update the PlayHQ website each season by setting up and populating each season's teams. During the season adding late registrations and withdrawing players as necessary. Assigning coaches and team managers prior to 1<sup>st</sup> game of each season.



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- Ensure timelines required by MEBA are adhered to each season.
- Manage all club records and documents in an accurate and secure manner.
- General administration duties as required.

### Knowledge and Skills Required

Ideally the Club Registrar is someone who:

- Can communicate effectively. Well organised.
- Able to keep accurate records with an eye for detail.
- Able to work in a logical and orderly manner.
- Able and willing to work as part of a team.
- Able to allocate regular time periods to perform duties .
- Has good working knowledge of Microsoft programs, especially Excel and Word.
- Is open of learning the operations behind PlayHQ, Teammo and other programs that MEBA uses for registration, team payments and communication.
- Is open to learning other communication platforms used to email and sms club members.
- Is well informed of general knowledge relating to the club.
- Is a supportive leader for all organisational members.

### Estimated Time Commitment Required & Period of Appointment

The time commitment required to fulfill the above duties is estimated at 10 hours per week, excluding attendance at regular Committee meetings.

Most of the Registrar's volunteer time will be at the start of each season. Within the month prior to each season a Registrar could expect to spend 1 working days per week organising the registration process. After the season is underway there is very little required of the Registrar other than general admin duties.

As a volunteer position, this time commitment is greatly valued by the Club and recognised as a vital part of keeping the Club running smoothly.