



Role Description – Registrar

The Registrar is the management officer of all aspects of competitive member registrations of the Centre.

The Registrar is required to be familiar with the SportsTG Online system prior to the commencement of the season and be a good communicator to be able to assist parents in the registration process.

In conjunction with the Centre Treasurer ensure any payment of registration fees are payable to the Association along with any necessary reporting requirements.

Prior to commencement of Summer Season

- Perform season rollover in Results HQ.

Daily Tasks

- Monitor Registrar's email and respond to emails.
- Monitor Registrar's phone and respond to calls.
- Maintain Expression of Interest spreadsheet prior to opening of the registration portal.
- Process registrations in Sports TG. For new members once payment is made request proof of age to finalise registration.
- Synchronise Sports TG with Results HQ and Race HQ.
- Using Sports TG, send follow up email to registered families to ensure they have nominated for duty.

Weekly Tasks

- Print off athlete competition patches ready for Saturday competition.
- In the first half of the Summer Season, on night before competition day, provide breakdown of age groups by gender (registered/trial) to Competition Director.
- Compose and send "What's On at Duncan Mackinnon This Week" email on Sunday night using SportsTG.
- Compose and send Newsletter email mid-week using SportsTG.

On Competition Days

- Set up registration desk with competition patches for collection.
- Cite proof of age of newly registered members if not previously provided.
- Print replacement patches if necessary.

Monthly

- Provide report of membership numbers at Committee meeting.
- Attend monthly committee meetings.



Winter Season

During the Winter Season the Registrar continues to process registrations and print competition patches for Cross Country but these are smaller in number than for the Summer Season.

The estimated time commitment required as the Registrar is 5-7 hours per week during the Summer Season, reducing to 1-2 hours per week during the Winter Season.