



# **WEST PYMBLE NETBALL CLUB**

ABN 70 747 724 640

Position Title: Senior/Junior Registrar

Date: 4<sup>th</sup> November 2014

## **Key position responsibilities**

Please note that the job description for Registrars is still evolving as the new system (MyNetball) has only been used for one year.

- All WPNC members from 2015 will have to register and pay online via the **MyNetball System**. The Junior and Senior Registrars will have an understanding of the MyNetball System and a login and password to the system.
- The Junior and Senior Registrars will be responsible for keeping up to date with any changes to the MyNetball system and specific information about the system sent to them by the KNA registrar. The Registrars will extract all necessary information for the club and KNA from the MyNetball System. Support and assistance is available from the KNA Registrar and from MyNetball.
- The Registrars are responsible for assisting any player or WPNC member with any online registration enquiries.
- The Registrars should attend the WPNC Registration Day to help offer advice and assistance to members re online registration.
- The Registrars are responsible for sending the login details and passwords via email to all existing players so they can register online into the MyNetball System. The Registrar will update players contact details to re-send players their login and password details when required.
- The Junior Registrar is responsible for monitoring the numbers of players registered in each particular age group up to age 12. All teams need to have a minimum of 8 players (although it is possible to register a team with 7 players if numbers are short). In junior teams it is preferred that there are no more than 9 players. Generally the 9A, 10A, 11A, and 12A teams will only have 8 players.
- Proof of age is needed for all new players. The Registrar must sight the original proof of age (birth certificate, passport, or driver license).



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- The Registrar is responsible for providing a list of players for the grading committee before grading days. It is a KNA requirement that all players from age 9 are graded by the club. The Registrar should ensure there are correct numbers to fill teams and provide an accurate list of players for each age group to the grading committee on request. Custom reports can be created on the MyNetball System to assist with grading.
- The Junior Registrar should attend the junior grading days and mark off players who attend. They should liaise with the grading committee and help ensure players are given equal time on court where possible.
- The Registrars are responsible for providing team lists to KNA, the club, the team managers and coaches. KNA will inform Registrars of the date when team lists need to be finalised.
- The Registrars are responsible for providing the signature sheets to all teams and advising team managers on the process of providing signature sheets to KNA. The Registrars must liaise with team managers to ensure all players have signed the primary copy of the signature sheet held by KNA (follow up Week 3 of play), which is essential to play in the final series.
- The Registrars are responsible for late registrations. Late registrations are only granted when there is a team for a player to enter and the registration is agreed by the grading committee.
- The Registrars are responsible for transfers of players from other clubs and for de-registering players.
- The Registrars will need to liaise with the KNA registrar, players, team managers, and WPNC committee members. Most communication is via email although occasional phone calls are required. The Junior and Senior Registrars will liaise regularly and help each other.
- The Registrars will attend the WPNC committee meetings and provide a brief report on registrations. This involves reporting on numbers, teams or any problems encountered.
- The Registrars are responsible for updating the online registration form, including the custom fields, dates etc. Evaluation after each competition/season is beneficial to help ensure the registration form provides all necessary information helpful to the club or for the grading process.
- Registrars may need to attend a training course for the MyNetball System, usually organised by KNA.
- The role of Registrars involves a lot of work at the beginning of the season (February, March) when players are registering and teams are being organised. After teams are finalised and team reports completed, there is little work to do for the remainder of the season.