



NEWTON JAGUARS NETBALL CLUB

POSITION DESCRIPTION – Registration Co-ordinator

ORGANISATION:	Newton Jaguars Netball Club
POSITION TITLE:	Registration Co-ordinator
POSITION TYPE:	Volunteer
RESPONSIBLE TO:	Club President, Match Committee, Vice President -Netball
TERM OF OFFICE:	1 year / 2 year
TIME COMMITMENT:	

POSITION REQUIREMENTS

PURPOSE:

To co-ordinate registration of all players in line with rules and requirements of Netball SA and or associations NJNC participates in.

KNOWLEDGE / SKILLS:

- Good Communication skills
- Friendly and caring attitude
- Well informed on NJNC activities
- Aware of the future directions and plans of NJNC
- Understanding of the NJNC Constitution / By-laws / Policies and Procedures.
- Displays strong supportive leadership skills to all members, players, volunteers and parents
- Maintain Confidentiality on relevant NJNC matters
- IT competency – familiar with basic operating systems, Microsoft Office, Internet, email and Facebook
- Competent in operating MY- Netball programmes
- Ability to make decisions and act in the best interest of the NJNC and Players

RESPONSIBILITIES AND DUTIES

- Develop active “BELIEVE IT – ACHIEVE IT” culture with all NJNC members
- Communicate information on registration to match Committee, Grade Co-ordinators
- Represent NJNC in a positive and professional manner at all times
- Abide by the regulations and requirements of associations which the NJNC participates
- Abide by the policies and procedures of NJNC
- Prepare registrations to relevant Netball authorities, as required
- Manage on line seasonal databases relevant to player and team registrations for NJNC as required.
- Utilize computer programs approved by relevant governing authorities in netball and NJNC
- Ensure the on-line management of player and team registrations is conducted in accordance with computer program and administrative requirements of the relevant netball authorities
- Assist NJNC members and officials with on-line registration requirements, as needed



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RESPONSIBILITIES AND DUTIES CONTINUED:

- Communicate with NJNC members and officials to ensure all matters relating to player and team registrations are conducted in accordance with the requirements of NJNC and Netball authorities
- Attend monthly Committee Meetings and provide report. Copy to be forwarded to Match Committee, Club Secretary and Vice President- netball prior to meeting.
- Communicate with netball authorities all player and team movements and fill ins
- Communicate with Vice President -Netball, grade Co-ordinators and officials any relevant matters on registration of players and teams
- Provide lists of all teams and players registered and accepted for checking of financials
- Provide assistance within the club as a member of the Management Committee.

ADDITIONAL INFORMATION

REQUIRED CHECKS:

- Working with Children Check
- DSI check

THE OPPORTUNITY TO:

- Work as part of a team of people dedicated to the growth and development of netballers, coaches and officials of NJNC
- Have an active input into the goals and objectives of the NJNC
- To provide skills in a positive, engaging and challenging way
- Be an active contributor to providing a safe, caring and positive environment for young people being involved in NJNC
- Be part of a group of people dedicated to the development and longevity of the NJNC

REIMBURSEMENT OF OUT OF POCKET EXPENSES:

- Subject to advanced authorization and presentation of receipts

FOR FURTHER INFORMATION REGARDING THIS POSITION PLEASE CONTACT THE PRESIDENT OR SECRETARY OF THE NEWTON JAGUARS NETBALL CLUB ON THE WEBSITE