



POSITION DESCRIPTION

Holy Spirit Parish Netball Club

Position Title:	Registrar
Reports to:	Executive and Committee Direct Reports: None
Employment Status:	Volunteer
Time Commitment	Elected annually at the HSNC Annual General Meeting
Holy Spirit Parish Netball Club	<p>Holy Spirit Parish Netball Club (HSNC) is a not for profit, member based organisation which is governed by a volunteer Committee. It is a Club Member of Melbourne East Netball Association (MENA) and is governed by MENA, Netball Victoria and is affiliated with Netball Australia.</p> <p>HSNC exists to create a positive and strong local netball club that encourages players to try their best and have fun. The club is committed to providing an environment where players can learn and develop the skills and rules of netball. Players participate in a sportsperson like manner, in a inclusive, safe and positive environment. HSNC aims to build confidence, skills and foster a positive experience with the club and the game of netball. HSNC expects all players and coaches to respect their team mates, opposition, coaches, umpires and administrators and represent the club with pride and passion.</p> <p>The HSNC Executive consists of the President, Vice President, Secretary and Treasurer, with a Committee that supports a number of functions and roles of the club.</p>
Commitment to Child Safety	We are committed to providing Children and Young People with positive and nurturing experiences for healthy development and wellbeing. As part of that dedication to health and wellbeing, HSNC is committed to ensuring the safety of all of its players particularly Children and Young People. The Netball Victoria Child Protection Commitment Statement is crucial to HSNC and its Affiliates commitment to providing a safe environment for children in netball and consists of principles and benchmarks NV has in place.

Primary Purpose of Position

- Effectively manage and administer the Club and player registration. This may include close liaison with Netball Vic through Netball Connect database system

Key Responsibilities

- Maintain up to date record of club members
- Communicate to members via email the fees and registration process for the upcoming season
- Ensure all Players, Coaches & Umpires have registered and paid their Netball Victoria Registration prior to Round One
- Be available to assist in any registration queries from Players, Umpires & Coaches
- Complete MENA team entry documentation including grading information
- Process registrations as required by all members
- Complete Transfers/Clearances for new players to the organisation
- Maintain member details and roles as required by My Netball database system
- Provide the committee with a verbal update of registrations and the process
- Provide membership packages to all members including Life Members
- Implement Privacy Act regarding all membership information
- Compile coaches team lists and distribute
- Communicate team placements to participants twice a year
- Liaise with the HSNC Treasurer regarding outstanding payments or payment plans
- Monitor HSNC email account for any enquires and respond accordingly
- Maintain HSNC communications with members through the gmail account
- Check email account regularly for updated registration information

Knowledge, Skills & Abilities

- Computer literate
- Good communication and interpersonal skills
- Well organised and able to work under pressure, especially at the beginning of each season

- Knowledge of the club membership packages and external requirements (e.g.: Netball Vic member fees etc.)
- Knowledge of MyNetball or ability to learn
- Well organised and able to work in an orderly manner
- Able to relate to a diverse group of individuals
- Confidential
- Ethical, honest and trustworthy
- Dedicated Club person

Other Requirements

- Working with Children Check
- Fulfills COVID vaccination requirements as per Government directives