



MANDURAH
VOLLEYBALL
ASSOCIATION

MANDURAH VOLLEYBALL ASSOCIATION INC.
Where everyone can play.



Job Description

Role Title – Registrar

The role of the Registrar is to supervise and be responsible for the proper registration of all players within a team, club and the Association. This involves all elements of the registration process, including the conduct of sign-up days and the proper recording of individual details. The treasurer or other committee members may also assist with registration matters (e.g., with the collection of fees and other monies).

The Registrar will usually maintain the records of players and teams, as well as for all matches played. Records of each member shall include at least their full name and email contact details but, may also include a postal address and phone number.

They will also, in a separate register, keep records of the development and history of volleyball since its' inception in Mandurah, and the movement of any perpetual trophies and award recipients, as well as any relevant Association property. The Secretary or other committee members may also assist with this.

Responsibilities

The Registrar is typically responsible for the following—

- maintaining a register of members;
- where required, ensuring all junior members provide evidence of 'date of birth';
- maintain a register of members who have a 'Working With Children Check';
- assist with MVA member-related affiliation matters, i.e., to VWA;
- where required, and with the Secretary, ensure all player transfers are conducted correctly; and
- confirm all members have the necessary registration, insurances and other requirements (e.g., WWCC).

Key skills and knowledge requirements

1. Possesses good planning and organisational skills
2. Has the ability to use the relevant MVA systems and programs for management of information
3. Is an effective communicator
4. Holds or willing to apply for a current volunteer "working with children" check (if required)
5. Is discreet and able to maintain confidentiality on relevant matters (particularly member information stored in MVA databases)