



ROLE DESCRIPTION

Position Title:	REGISTRAR
Reports to:	INC President
Employment Status:	Volunteer
Ivanhoe Netball Club (INC)	Ivanhoe Netball Club (INC) is a not for profit, community sports club committed to providing a great netball experience for all including players, parents, coaches, committee members and supporters. It is overseen by a volunteer committee consisting of executive and general members.
Commitment to Child Safety	<p>INC is committed to providing a safe environment for children across netball. We embrace diversity in gender, age, ethnicity, disability, religion and sexual orientation.</p> <p>INC is committed to promoting and protecting the rights of children and preventing abuse from occurring by fostering a culture where children feel safe and empowered. We also seek to ensure the cultural safety of First Nations children, children from culturally and/or linguistically diverse backgrounds and children with a disability.</p> <p>Every person in the netball community has a responsibility to understand their role in ensuring the safety and wellbeing of all children and young people in our care.</p> <p>INC supports and is committed to upholding the Netball Victoria Child Safeguarding policies and approaches. Important information can be found on the INC website at: https://www.ivanhoenetballclub.org.au/ and also on the Netball Victoria Child Safeguarding Resource Hub at: https://vic.netball.com.au/child-safeguarding-resource-hub</p> <p>We require all appointed adult volunteers working with children to undergo background checks and screening.</p>

Primary Purpose of Position
<ul style="list-style-type: none">• Acts as the key link and administrative support between the Club senior coaches and players/families.• Manages player enquiries, recruitment, and supports the player registration process.• Supports the team allocation process.• Ensures access to training court facilities.• Coordinates team manager allocation and communication.

Key Responsibilities
<ul style="list-style-type: none">• Coordinates communication and administration between players and their families and the Club as related to team allocations and training.• Responds to player enquiries in a timely manner.• Is a welcoming and positive influence for new players and their families at the Club.• Supports the senior coaches in collecting and maintaining key information about individual players, including position preferences, social needs and existing coach assessments of abilities.• Supports the senior coaches in determining training times and court allocations based on coach availability.• Communicates with players/families regarding player team allocation (as determined by the senior coaches).• Liaises with and supports senior coaches in team composition and player allocation.• Recommends and leads player retention and recruitment strategies.

- Proactive in encouraging players to join the Club including those from underrepresented groups and diverse communities.
- Coordinates and communicate to players and their families the registration process and payment of fees.
- Liaises with the treasurer to ensure that all players have paid the season fee and the annual Netball Victoria registration fee.
- Manages team lists including maintaining an up-to-date player database that is in a sortable/searchable format at all times.
- Ensures access to training court facilities including hire of courts.
- Allocates team managers and provides communication and support to this group, including ensuring provision of the team manager role description.
- Upholds constitution, rules, policies and procedures of the Club.

Knowledge, Skills & Abilities

- Good communication skills and approachable.
- Sincere and respectful and able to treat everyone equally and fairly.
- Genuinely interested in growing membership of the Club.
- Highly organised and able to work under pressure, especially at the beginning of each season.
- Good computer skills (including medium-level Excel user skills) and able to manage and maintain records.
- Can maintain confidentiality on relevant matters.
- Dedicated Club person.

Other Requirements

- Has a satisfactory Working with Children Check (WWCC), which may be applied for at: <https://www.workingwithchildren.vic.gov.au/>. Please provide evidence of a current WWCC to the INC Secretary by email to info@ivanhoenetballclub.org.au
- Ensure familiarization with INC policies and approaches as outlined in the INC Handbook and on the INC website, at <https://www.ivanhoenetballclub.org.au/>. The following are highlighted as being particularly relevant:
 - Child Safety in Netball Code of Conduct, available at: [NV Child Safety in Netball Code of Conduct](#)
 - Child Safeguarding – A Guide for Communicating with Young People, available at: [NV Guide to Communicating with Young People](#)
 - Child Safety Standards – A Guide for Physical Contact When Working with Children, available at: [NV A Guide for Physical Contact When Working with Children](#)