

SENIOR, JUNIOR, NETSETGO REGISTRAR

The Registrars for Allambie Netball club will be a committee position. This position works in association on advice from the Secretary and/or President. They will be a financial, associate or life member Allambie Netball Club inc

- Maintain and manager online registrations for Allambie.
- Set up necessary online registrations for all MWNA competitions and NSG.
- Receive registrations and adhere to ANC grading committees allocation to teams.
- Complete and submit Allambie Netball Club player registrations to the MWNA competition secretary in the format and timeframe set out by MWNA.
- Liaise with MWNA Competition sect. on all matters relating to player registration.
- Ensure photos received for NEW registrations and for those requiring a new photo for their registration process as outlined by MWNA.
- Ensure a copy of birth certificate and or passport received for NEW players under 17 yrs registering with the club and provide a copy to MWNA Competition Secretary to sight proof of age at the beginning of the season.
- Ensure each player has a completed registration process as outline by MWNA.
- Ensure all current players & non playing members, including late registering players data base is maintained and distribute a copy to the ANC Executive and Records Officer.
- Collate completed registration ID cards as recommended by MWNA Inc.
- Ensure all late registrations meet MWNA Constitution and By Laws as well as the Playing up Guidelines.
- Ensure Late Registering players have completed all necessary tasks to be registered with MWNA prior to playing.
- Request a weekly ANC Playing Up report from MWNA Competition Secretary and monitor ANC players who have played up each round and advise the executive committee, coaches & managers of same.
- Liaise with MWNA Competition Secretary on any ANC queries/clarifications required relating to MWNA regulations.
- Prior to the start of the season liaise with Gear Steward and assist distributing team bags to coaches including appropriate registration ID cards.
- Keep a soft and hard copy of team registration ID cards and place in Allambie netball club inc. Folder in MWNA Inc. Control room
- Liaise with gear steward at end of season to collect all teams bags and inclusions including registration ID cards.
- Update photo file for next season identifying which ID cards require replacement.
- Submit Registration of NetSetGo participants to relevant MWNA committee member.
- Notify the secretary of any player that has a pre-existing medical condition, stating that the medical condition will not constitute a health risk to herself or any other person. This information to passed on to the coach and manager of the team.
- Notify the secretary of any religious customs that may require the player to add additional clothing to the official uniform. MWNA Inc. Will need to be notified.
- Ensure all teams have a minimum of 7 and a maximum of 12 players registered.