



POSITION TITLE: REGISTRATIONS OFFICER		
POSITION NUMBER: TCN 12		
REPORTS TO: President, Tango Netball Club Management Committee, Tango Netball Club	TYPE OF POSITION: <input type="checkbox"/> Volunteer <input type="checkbox"/> Remunerated	Period of appointment: <input type="checkbox"/> 1 year <input type="checkbox"/> 2 years <input type="checkbox"/> Other (please specify) _____
Date developed: 1 July 2015	Review date: 1 July 2017	
<p>TANGO NETBALL CLUB</p> <p>Mission Statement: Provide a community based netball environment that supports wholesome competition and personal development opportunities for all members to be the best they can be in netball through programs based on excellence and principles relating to equity and ethical behaviour.</p> <p>Vision To be held in the highest regard as a progressive premier league netball club that supports personal development through excellence and ethical behaviour</p> <p>Tango Netball Clubs expectations:</p> <ul style="list-style-type: none"> • The successful applicant is expected to adhere to all Tango Netball Club policies and procedures. • Represent Tango Netball Club in a positive and professional manner at all times. • Hold all information obtained as part of this role and all dealings with the Tango Netball Club as confidential. 		
<p>Role Overview: This position is part of the Management Committee of the club. The incumbent is elected by majority vote and the first meeting of the Management Committee following an Annual General Meeting to:</p> <ul style="list-style-type: none"> • Manage on-line player and team registration requirements. • Prepare registration submissions to relevant netball authorities, as required 		
<p>Principal Accountabilities:</p> <ol style="list-style-type: none"> 1. Manage on line seasonal databases relevant to player and team registrations for use in club business as required using computer program(s) approved by relevant governing authorities in netball. 2. Manage the distribution of on line information about player and team registrations to club members and relevant external bodies to ensure the conduct of club business in accordance with administration requirements. 3. Liaise with relevant netball authorities to ensure the on-line management of player and team registrations is conducted in accordance with computer program and administrative requirements. 4. Assist club members and officials with on-line registration requirements, as required. 5. Liaise with club members and officials to ensure all matters relating to player and team registrations are conducted in accordance with club and relevant external netball authority requirements. 6. Attend Management Committee Meetings and report as required. 7. Provide assistance within the club as a member of the Management Committee. 		

Qualifications/Experience

Essential:

- Current National Police Check (or application in accordance with club requirements).

Desirable:

- Previous experience in netball administration.
- Previous computer experience.

Desired Capabilities

- Computer skills
- Leadership/Management skills.
- Able to work in a team environment.

Position Summary

The Registrations Officer is responsible for managing the computer program approved by Netball SA for the on line registration of players and teams in accordance netball requirements. The management requires liaison with relevant persons inside and outside the club to ensure on line requirements are conducted effectively having regard to the maintenance of the computer program, the efficient input of data and the extraction and reporting of information in accordance with administration requirements on a seasonal basis. The Registrations Officer works closely with the President, the Treasurer, the Chair of the Match Committee and other club officials to provide focus and coordination for the effective conduct of club business in liaison with persons inside and outside the club.

Approved: _____

President Tango Netball Club

Date: / /

Accepted: _____

Name: _____

Date: / /