

ABERFELDIE JETS BASKETBALL CLUB INC  
PO BOX 744  
MOONEE PONDS, VIC 3039

☎ 040 77 51 338

✉ admin@aberfeldiejets.com.au

[www.aberfeldiejets.com.au](http://www.aberfeldiejets.com.au)



Incorporated in Victoria, Registered A0004935A  
ABN 26 603 218 384

## Boys and Girls Registrar Role Description (Volunteer)

### Duties and responsibilities

#### Governance

- In this role you may be privy to sensitive information, complete confidentiality must be maintained
- Be familiar with Club's policies including; no pay, no play, training, player movement, grading, and team waiting list (to be developed in role)
- Be familiar with the KBA By-laws around Team entry, player movement restrictions etc (to be developed in role)
- Attend Club Committee meetings (held 4-8 weekly)

#### Team Management

##### General

- Oversee the general management of teams
- Liaise with Coaches and Team Managers to update and maintain all team details each season
- Responsible for data entry and management of players and teams in the appropriate Competition Management System with support from Club Admin Officer/other
- Ensure consistency of data entry and that all information in required systems is up-to-date and accurate
- Work with Club Admin Officer to support Club issues and enquiries - such as unregistered players, clearances and team issues
- Handle any enquiries from Coaches, Team Managers and players/parents and refer to appropriate Committee member as required.

##### Season End

- Coordinates responses from Coaches and Team Managers about next season intentions for coaches and players
- Locate suitable teams for new players in conjunction with players family/new Coach
- Advise Club Admin Officer of clearances required for KBA domestic players

- Liaise with Coaches and Team Managers to receive feedback on gradings (e.g. any grading concerns or requests for re-grading)
- Where age-group coordinators have been appointed, oversee and assist age-group coordinators
- Works with the Club Admin Officer to oversee the follow-up of outstanding registrations and fees via Team Managers: runs registration and outstanding fee reports for Team Managers to follow-up
- Collation and submission of all teams to KBA prior to season start via Competition Management System.

### **Season Start**

- Introduce new member to Coaches and Team Managers via email and provide Club welcome material.
- Attend seasonal KBA grading meetings (usually 2 per season).

## **Relationships**

- Reports to the President and General Committee of the Club
- Acts or ensures his/her delegates act in the best interests of the club
- Supports the Club Admin Officer, all Coaches, Team Managers, players and committee members
- Acts in the best interests of the club when liaising with KBA Operations and Support staff and attending KBAJ meetings.

## **Accountability**

- The Boys Registrar and Girls Registrars are accountable to the President and the General Committee of the Club
- Hours spent in the role vary throughout the season generally 2 hours in a normal week. However, during peak times (last 4 weeks of season, first 4 weeks of season) time spent can be up to 10-15 hours per week.

## **Pre-requisites**

- Good interpersonal skills and strong customer service philosophy, to manage enquiries and resolve complaints
- Ability to communicate concisely, clearly and effectively to players (rarely), parents, coaches, team managers, and administrators of other clubs and the KBA
- Basic office computing skills essential, comprising email (Outlook), document writing (Word), list and data management (Excel).