

Registrar Roles and Responsibilities

All DAC Office Bearer/Executive and Committee Members must:

- At all times work to uphold and implement the Objects of DAC as outlined in Section 3 of the Constitution.
- Model and implement ideal conduct as defined by the Constitution and the *DAC Behavioural and Guidelines and Codes of Conduct*.
- Attend committee meetings on a regular basis and complete actions delegated at these meetings.
- Provide Working With Children Check details to the Member Protection Information Officer.

Overview of the Registrar role

The Registrar is responsible for the administration and management of accurate registrations for junior and senior athletes, and the lodgement of these records with Little Athletics NSW/Athletics NSW.

Specific responsibilities

In addition to the responsibilities set out in the Constitution, the Registrar shall:

- I. Coordinate the conduct of registration day or days of the Centre in conjunction with other Committee members.
- II. Obtain and make available to persons, by internet, or otherwise, registration procedures in accordance with LANSW rules.
- III. Liaise with Little Athletics NSW and Athletics NSW to ensure appropriate access and understanding of online registration portals.
- IV. Receive each correctly completed online registration, accompanied by the fee and proof of age of all new members.
- V. Distribute Centre registration and age numbers to each child upon registration, and other material as required from time to time.
- VI. Maintain a complete register of each junior and non-voting member, showing registration number, name, age group, date of birth, proof of age, plus any other detail deemed to be required by either LANSW or the Centre.
- VII. Ensure an updated register list is made available to the Committee as required for official purposes, including for the purposes of results recording.
- VIII. Respond to enquiries from existing or prospective members and their families in relation to registration with the Centre and LANSW in general.
- IX. In conjunction with the Executive and Publicity Officer, coordinate and promote registrations.
- X. In conjunction with the Secretary and Treasurer complete affiliation paperwork and submit to Little Athletics NSW/Athletics NSW as required.
- XI. Work with the Officer for Championships to manage nomination processes for Zone, Regional and other competitions as required by Little Athletics NSW/Athletics NSW, etc.
- XII. Provide reports from online platforms to the Executive and Committee as required for reporting, grants purposes etc.
- XIII. Submit a written report to the Secretary for inclusion in the Annual Report of the Centre.
- XIV. Provide support, assistance and mentorship to other committee members as required.
- XV. Regularly check and maintain the dacregistrar74@gmail.com account.