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| Picture 5 | **Registrar Role Statement** |

## Role Specification

### The Registrar Must:

1. Understand and identify with the aims and ethos of this organisation.
2. Be committed to the safety and care of children.
3. Be committed to their own growth / development as a Team Member, and subsequently undertake required training.
4. Have a current Blue Card
5. Undertake Child Safety Training
6. Uphold and display a Christian Ethos.
7. Have a basic understanding of the QCSA By-Laws

### Responsibilities:

1. To adhere to the ethos of this organisation as set out in our policies.
2. To willingly adhere to the appointment process for becoming a Team Member.
3. To read, understand and agree to abide by the guidelines in the *safe ministry check*
4. To undertake training where appropriate.
5. To ensure the protection of program participants, and of our organisation, by following procedures put in place.
6. To work as part of a team of committed people for the purpose of the program.
7. To fulfil specific roles and tasks given by the Executive Committee to the best of your ability.
8. To ensure that high standards are kept within the program (safety, hygiene, care of equipment, conduct of leaders)
9. To be accountable to Executive Committee.
10. To attend committee meetings as required.
11. To seek sponsorship.

**Specific Responsibilities :**

1. Attend Discipline meetings as needed (shared with other Committee Members). Meeting usually held on a Wednesday/Thursday night and only occur when a player is suspended for more than 3 fixture games.
2. Keep a proper record of persons registered as Playing Members.
3. Keep a proper record of Playing Members/Coaches Child Safety information.
4. Forward appropriate information to the QCSA when requested to ensure player is registered under QCSA By-Laws.
5. Assist Executive Committee to collate teams into age groups/divisions.
6. Keep a proper record of disqualifications and suspensions of Playing Members.
7. Write end of Year Reports.

**Election of Committee Member**

The Committee shall be elected at the Annual General Meeting in each year and shall hold office until:

\* The conclusion of the next succeeding Annual General Meeting or;

\* Notifying the Executive Committee of prior resignation.

**Resignation of Committee Member**

Members of the Committee may resign from Whitehill Football Club at any time upon:

\* Giving one (1) months' notice in writing to the Secretary; and

\* The resignation being accepted by the Whitehill FC Executive Committee.

**Estimated Time Commitment:**

Time commitment would be approx. 4 hours per week from January to May and 1 hour per week May to December.

Plus 1 committee meeting every 3 months.

**Appointment:**

A Team Member is appointed to a program under this organisation’s Appointment Policy. The Team Member is responsible to the Whitehill FC Executive Committee (and ultimately to this organisation).