

WPC CRICKET TASK SHEET – September 2025

POSITION	REGISTRAR
Task Objective	To maintain a register of players, club members and volunteers utilising the facilities of PlayHQ.
Support Person	Treasurer treasurer@wpccricket.com.au
Work Times	Mainly pre-season and season start up with smaller role during season and during winter
Expected Period of Role	From AGM to AGM
Blue Card	Yes
Reward	\$375

REGISTRAR TASKS	WHEN
Arrange the registration process at the beginning of each season utilising the facilities of PlayHQ including the setting up of the competition and program registration types.	Mainly pre-season but monitor through season
Understand the codes of behaviour for yourself, players, parents, team management personnel and the penalty and reporting processes for non-compliance Report all players/parents/team management that do not comply with code and/or have acceptable behaviour immediately (utilise the appropriate reporting process set by the club).	Always
Ensure you have read and understood your obligations and the club's expectation for child safety before your duties commence see https://www.wpccricket.com.au/policies-1/child-safety Ensure you and your assistants are vigilant in implementing child safety procedures.	Prior to season starting Always
Maintain and monitor the database of registered players/volunteers and other members through PlayHQ.	Mainly pre-season but monitor and update through season
Provide advice and to others about PlayHQ Admin functionality including new features.	Mainly pre-season but monitor through season
Monitor and manage information on the PlayHQ website.	Mainly pre-season but monitor through season
Follow up discrepancies in PlayHQ records and disputed match scores.	Mainly pre-season but monitor through season
Manage transfer requests and clearances through PlayHQ.	Mainly pre-season but monitor through season
Manage and produce team lists in a timely manner to meet the needs of club.	Mainly pre-season but as required through season

Liaise with QLD Cricket or Cricket Australia PlayHQ support/help desk people as required.	Mainly pre-season but as required through season
Liaise with the Treasurer, Cricket Ops Manager and Junior, Youth, Girls and Senior Cricket Managers in regard to new registrations.	Mainly pre-season but as required through season
Maintain reports about registration statistics and demographics throughout the season. Report on this at regular intervals to the Management Committee.	Throughout the season
Support and promulgate WPC Cricket's Modern Club Management approach to influence the culture within the club.	Pre-season to season end
Attend the General Meetings and the Annual General Meeting of the club.	Quarterly and November
Attend End of Season Club Presentation Event.	March