

WPC CRICKET TASK SHEET

POSITION:	REGISTRAR
Task Objective:	To maintain a register of players, club members and volunteers utilising the facilities of MyCricket.
Support Person:	Secretary and Treasurer
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 Required	Yes
Reward	\$250

REGISTRAR TASKS	WHEN
Arrange the registration process at the beginning of each season utilising the facilities of MyCricket includes the setting up of the registration forms.	Mainly pre-season but monitor through season
Maintain and monitor the database of registered players/volunteers and other members through MyCricket.	Mainly pre-season but monitor and update through season
Provide advice to others about MyCricket Admin functionality.	Mainly pre-season but monitor through season
Monitor and manage information on the playcricket website.	Mainly pre-season but monitor through season
Follow up discrepancies in MyCricket records and disputed match scores.	Mainly pre-season but monitor through season
Manage transfer requests and clearances through MyCricket.	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 My Cricket support/help desk people as required.	Mainly pre-season but as required through season
Liaise with the Treasurer and Junior, Youth and Senior Cricket Managers in regard to new registrations.	Mainly pre-season but as required though season
Maintain reports about registration statistics and demographics throughout the season. Report on this at regular intervals to the Management Committee.	Throughout the season
Present the register for acceptance by the Management Committee.	At commencement of 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 Annual General Meeting of the club.	November
Attend End of Season Club Presentation Event.	March

KEY RISKS

Ensuring that correct registration types are set up before registrations are open for the season - Data captured will meet club needs.

Player lists are produced in a timely manner to meet club needs - lists developed using MyCricket functionality and updates completed and distributed as changes occur.

Developing the required expertise with MyCricket - be the club expert for MyCricket and support others in the club to develop their skills and knowledge.

Accuracy of data and records - ensure records are accurate and we hold data about player demographics.

SIGN OFF

I have read and understood all the policies, procedures and requirements expected of this role.

I agree to be bound by any Code of Behaviour and Policies of WPC for the time being in force, including Australian Cricket's 'Looking After our Kids' Code of Behaviour for Affiliated Associations and Clubs.

POSITION HOLDER

NAME	SIGNATURE	DATE
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DETAILS FOR PAYMENT OF REWARD

Name of Account	
Bank	
BSB	
Account No	