Bacchus Marsh Little Athletics Centre

Position Description

Position Title:	REGISTRAR

Purpose of Position:

The Registrar is the management officer of all aspects of competitive member registrations of the Centre.

Compulsory Requirements:

- Current WWCC (or exemption as serving Police Officer or Registered as a working teacher with a current VIT registration).
- Signed Child Safe Code of Conduct.
- Undertakes the role in good faith and honestly at all times.
- Act in the best interests of the Centre at all times.

The Registrar is required to be familiar with the Gameday Online system prior to the commencement of the season and be a good communicator to be able to assist parents in the registration process. The Registrar will receive and answer phone/email enquiries promptly regarding registrations, trials and general information. They will also be responsible for ensuring submission of fee templates prior to track and field season commencing, mid track and field season, and prior to cross country season commencing. The Registrar will be an ongoing point of contact for members and their families throughout the season.

The Registrar is responsible for coordinating and managing trial athletes at the beginning of the season and throughout its duration. This includes ensuring that each trial athlete is allocated to a club for their trial period and that the relevant Team Manager is notified of their arrival. On trial days, the Registrar must provide Team Managers with a list of trial athletes, including their names and age groups, to ensure smooth integration and support. Following the completion of the two permitted trial days, the Registrar will contact trial athletes and their families to assist them with the full registration process, if required.

The Registrar will be responsible for supporting office requirements during centre events such as Combined Events and Championship Day. In conjunction with the Centre Treasurer, they will ensure any payment of registration fees are payable to the Association along with any necessary reporting requirements.

The Registrar is entrusted with managing all private and confidential information in accordance with strict privacy guidelines. Proof of Age documents must be permanently deleted or securely destroyed once the verification process has been completed. Athlete information is not to be shared with any external parties. It may only be accessed or discussed with other committee members where necessary, and solely for centre-related purposes that do not breach LAVic confidentiality policies.