



Northside Girls Basketball League



Position Statement for NGBL Registrar

Objectives of the NGBL Registrar are to:

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| <ul style="list-style-type: none"> • Provide technological support to members, parents and supporters • Support club team coaches and managers with provision of relevant information • Take responsibility for regular communication of information to club members via email, website • Take responsibility for uniform distribution to teams • Assist with Uniform stocktake • Assist Social Medical Officer, or in lieu of, take responsibility for, regular communication of information to club members via Facebook and Instagram • Contribute to the Club's delivery of obligations as described in the Club Affiliation Agreement |
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Skills, tasks and time required for the NGBL Registrar position:

Skills	<ul style="list-style-type: none"> • Knowledge of (or ability to acquire knowledge of) GameDay (or alternate) database and websites • Knowledge or (or ability to acquire knowledge of) organizational Facebook page • High level of communication skills and a preparedness to take responsibility for communication of information to club members • Proficient with Microsoft office and outlook
Tasks	<ul style="list-style-type: none"> • Monitor email enquiries <ul style="list-style-type: none"> - Pass on trial and season information • Enter registered players into teams in online database <ul style="list-style-type: none"> - Forward team contact lists to team managers • Pass on club and association information to membership base via email, website, Facebook • Distribution / collection of uniforms at the beginning / end of each season • Stock take and follow up missing uniforms
Time required	<ul style="list-style-type: none"> • Up to 10 hours per week (seasonal variations apply)

Recognition and Reward offered:

The NGBL Registrar is a volunteer position. Our reward is seeing the girls happy, playing the game they love with a supportive NGBL community around and knowing that you had a hand in making that happen.

Who is eligible to nominate for the Club Manager position?

A person may be a candidate only if the person:

1. is an adult; AND
2. has completed the relevant nomination form signed by the candidate and two (2) eligible nominees; AND
3. is the parent/guardian of a player who is currently registered to that club as a junior club player OR
4. is a coach of a junior club team administered by that club OR
5. is a volunteer who is currently registered with that club.



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Any two (2) current club committee members and/or parents/guardians of currently registered junior players are eligible to support a nomination for a candidate's application for a position.

Nominations should be forwarded to: Operations Manager (millie@northsidewizards.com) and CEO (ceo@northsidewizards.com) Northside Wizards Basketball via email to by the closing date. The successful applicants to commence transition to the role as negotiated with Northside Wizards, for a period of 12 months, or as directed by Northside Wizards. Club committee positions will be advertised at the end of each year with successful candidates to commence in their positions in late January.

All applications will be reviewed by the Northside Wizards Board to determine the most suitable applicant. The Board may decide to interview applicants and/or call a club meeting and hold an election, facilitated by Northside Wizards staff, for the position(s), particularly if there are multiple applications for a position.



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Nomination for NGBL Registrar

Applicant's name	
Applicant's mobile no	
Applicant's email	

MOTIVATIONS

What currently motivates you to apply for this position?

SKILLS – Database and website applications and Facebook

Describe skills and experience

SKILLS – Communication

Provide some examples of your communication skills in work and/or volunteer situations

SKILLS – Microsoft office and outlook

Describe skills and experience



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Other skills, knowledge or experience to offer this position

Time available to offer this position

NOMINATION

I, _____ accept the nomination for the position of NGBL Registrar for a 12 month period.

Signature: _____ Date: _____

NOMINATORS

Name: _____ Signature: _____

Players Name: _____

Name: _____ Signature: _____

Players Name: _____