



MAZENOD PANTHERS TEAM CO-ORDINATOR

DESCRIPTION OF ROLE.

This role is responsible to the Club Committee and the League Registrar for ensuring that the Club player records comply with League rules. This is a critical aspect as any lack of compliance in this regard could render the Club and any teams within the Club ineligible to compete in League finals. The Registrar reports to the Club Committee on the profile of our player community, assists with targeting our player recruitment efforts, planning for the introduction of new teams within the Club structure, applying on the Clubs' behalf with Board endorsement for any player exemptions tracking individual players and advising on milestones. This role works closely with the Club Recruitment Co-ordinator to discharge the responsibilities.

ROLE TASKS:

Specific tasks that the Club Registrar will discharge are as follows:

- Assist the Recruitment Co-ordinator/Committee/Coaches to develop a recruitment strategy for the acquisition of new players for endorsement of the committee by no later than the middle of November in each year
- . - In conjunction with the Recruitment Co-ordinator/Committee/Coaches implement the elements of the approved plan.
- Ensure that all players complete the appropriate registration form at the commencement of each playing season.
- Ensure that the Club player registration records fully comply with the requirements of the FIDA Competition
- Report to the Community proactively on the profile of the Club player community, areas for targeting and issues to be addressed.
- Liaise with Team Managers and the Treasurer to ensure that all individual player records are complete and that all players have paid the appropriate registration fees for each playing year by no later than the end of June in that year.
- Track the achievement of individual player milestones to allow the Club to honour those achievements. Assist with the preparation of the annual player presentations.
- Liaise with the Communication – Website Co-ordinator regularly to ensure player milestones achieved are recognised on the club website.
- Maintain the medical records of all Players, together with the Secretary. Make sure it is up to date and accurate. It will be provided to all Committee, Coaches, First Aid Officers and/or Game Day Staff.
- Will coordinate the purchasing of supplies/Uniforms in liaison with the Team Managers/Committee/Coaches.

RELATIONSHIPS

- Reports to the Club Committee.
- Liaises with the Coaches/ Support staff
- Liaises with Treasurer
- Works closely with the Secretary