**Club Registrar**

Committee Management

The Registrar is responsible for all administration work in relation to competitions and membership. The Registrar will become the point of contact to members for the club in relation to local, State and National level competition ensuring swimmers have the ability to access and enter the competitions.

The Registrar is responsible for providing competition entry details, compiling entry requests, managing the membership database and confirming meet acceptances with coaches and swimmers. The responsibility of organising technical officials and volunteers to support the competitions may also sit with the registrar, but in other committee formats, the responsibility may be with the Volunteer Coordinator.

Responsibilities:

* Be the point of contact for all competition related enquiries from internal and external persons and organisations;
* Establish relationships with local clubs, the State Swimming Association and Swimming Australia;
* Support the head coach and committee in establishing a competition calendar;
* Be the lead organiser for any own club run competitions;
* Find the necessary volunteers to support competitions as required;
* Provide competition updates at committee meetings as required;
* Advertise, promote and submit competitions and swimmer entries;
* Maintain membership database and registration of members.

Attributes:

* Efficient and strong organisational skills;
* Have the ability to forward plan and provide the necessary information to the committee and head coach;
* Be an excellent communicator;
* Be competent with Microsoft Office Software and any other required software e.g. Meet Manager, My Swim Results and Club Lane;
* Have a strong understanding of the club and sport rules;
* Reliable and able to maintain confidential membership information.