

WPC CRICKET TASK SHEET

POSITION	REGISTRAR
Task Objective:	To maintain a register of players, club members and volunteers utilising the facilities of PlayHQ.
Support Person:	Secretary and Treasurer secretary@wpccricket.com.au treasurer@wpccricket.com.au
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	Yes
Reward	\$250

REGISTRAR TASKS	WHEN
Arrange the registration process at the beginning of each season utilising the facilities of PlayHQ 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 PlayHQ.	Mainly pre-season but monitor and update through season
Provide advice to others about PlayHQ Admin functionality.	Mainly pre-season but monitor through season
Monitor and manage information on the PlayHQ website.	Mainly pre-season but monitor through season
Follow up discrepancies in PlayHQ records and disputed match scores.	Mainly pre-season but monitor through season
Manage transfer requests and clearances through PlayHQ.	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 PlayHQ support/help desk people as required.	Mainly pre-season but as required through season
Liaise with the Treasurer and Junior, Youth, Girls 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