

REGISTRAR

The Duties listed below allow for personal creativity and may vary from Centre to Centre.

The Registrar shall be responsible for;

- ❖ At the start of and during each Season the issue, processing and recording of a registration form for every new and returning child.
- ❖ The issue of a Centre athlete's number patch, age group patch and result book to each eligible child.
- ❖ Acceptance of fees
- ❖ Sending in registration forms and Association fees to the Association Office.
- ❖ Informing the Association of any changes that may occur during the year, eg Transfers, change of address, loss of registration number etc
- ❖ Maintaining a register of all current and prior season Athletes. Thus register is to contain:-
 - All name and address, age, parent and pertinent medical and other details that are deemed to be required by either committee or the Association from time to time.
 - Number of years of continuous registration for each Athlete for Centre Records
 - The age group into which the Athlete has been placed for the current season.

Registration Forms

- ❖ A registration form is to be filled in for all Athletes. PLEASE NOTE separate sheet for Come & Try Athletes.
- ❖ Double check information on the forms, especially date of birth, date of registration, registration number and new or re-registration.
- ❖ Registration fees after the first of February are reduced.

- ❖ 'Come & Try' payments may be retained at the Centre for 3 to 4 weeks to give athletes a chance to come back and register fully. After this time their \$2 payments and registration forms are to be sent back to the Association.
- ❖ Registered Athletes who transfer from another Centre during the season require no further payment.
- ❖ The registration number already issued to the Athlete can be kept but we need to be informed. Fill in a transfer form, which can be obtained from the Association.
- ❖ For ease of handling, registration forms for the Association are to be sorted into age groups and gender.

Sending in the registration and payments

- ❖ Each Association copy should show the information for only that batch of registrations. Sheets and registration forms should be sent regularly eg once a month.
- ❖ Fill in the name and address of the Registrar, for contact purposes.
- ❖ The family rate of payment applies with families with 3 or more children registered. Where 2 children from the same family are registered, they are charged as 2 individuals. If a 3rd child registers later in the season, you need send in only the extra needed to bring the rate for 2 up to the family rate. 4th, 5th etc children require no further payment.