



Calwell Little Athletics Club Incorporated

Role Statement – Records & Registrations



Overview

The Registrar is a general or appointed committee member. This position can be quite time consuming at the start of the athletic Season. The Centre will encourage Club members to assist the Centre Registrar wherever possible.

REGISTRATIONS

Prepare all materials for registration days, including notifications to local schools.

- ✓ With Secretary, ensure relevant bookings in place for registration sessions.
- ✓ Liaise with ACTLAA and IMG about registration processes.
- ✓ Collect registration pack contents and registration numbers from ACTLAA.
- ✓ Send in returns of registrations, in conjunction with payments, to ACTLAA as required.
- ✓ Collect WWVP to our rego form (ie. tick a box if they have a current card, then option to insert the number and expiry date.)

RECORDS

Maintain Centre database with details of Athletes and Ordinary Members in conjunction with Registrar and Club Presidents including the following:

- ✓ Email addresses, telephone numbers and addresses and athletes dob;
- ✓ All new athlete registrations to be entered into data base;
- ✓ Maintain a contact database for CLAC

STATISTICS

The role of the statistician is an onerous one, that requires various activities to ensure the club and its athletes are monitored throughout the athletic season. This role includes:

- ✓ Provide specified lists of athletes' performances as required.
- ✓ Prepare athlete lists for entry to ACTLAA carnivals
- ✓ Prepare weekly PB ribbons for distribution by Age Managers at weekly competitions
- ✓ Prepare Record Certificates for distribution as required at weekly competitions
- ✓ Prepare Age Championship Points for end of season presentation
- ✓ Co-ordinate the Age Manager awards for end of season presentation ????
- ✓ Co-ordinate Athlete of the Year nominations and votes

