

## REGISTRAR

### **The role of a Registrar of Noarlunga Little Athletics Centre incorporates the following:**

- To attend committee meetings when available and to provide opinions and vote on various issues.
- To check the Association Portal for new members or come and try athletes.
- The issue of a Centre athletes number patch, age group patch, sponsor patches and any other Association requirements presented in an sponsor provided bag if available.
- Guiding of families through the registration process through the website and portal..
- Informing the Association of any changes that may occur during the year, e.g. transfers, changes of address, loss of registration number, etc.
- Registration fees for athletes are to be the agreed fee by the committee based on Association fees and any other seasonal costs that may alter fees. An agreed reduced rate to be decided on late in the season registrations.
- Registered athletes who transfer from another Centre during the season require no further payment. The registration number already issued to the athlete can be retained but the Association needs to be informed. A transfer form must be completed and sent to the Association.
- To assist in the setting up and packing up at each meet.
- To assist at events hosted by NLAC eg. Cross Country, Presentations, Fund raisers, etc.
- To make new families to NLAC feel welcome and guide them through their first weeks.