



Registration Secretary Role Profile

Role Purpose:

To take responsibility for the overall registration of both players and volunteers within the club; both new and those re-registering with the club.

- Manage the RFL and Club registration journey of new junior and Open Age players to the club via The RFL systems (Gameday) and LoveAdmin.
- Manage the RFL and Club re-registration journey of existing or returning junior and Open Age players to the club via The RFL systems (Gameday) and LoveAdmin.
- Manage the RFL and Club registration journey of new Volunteers to the club via The RFL systems (Gameday) and LoveAdmin.
- Manage the RFL and Club re-registration journey of existing or returning Volunteers to the club via The RFL systems (Gameday) and LoveAdmin.
- Manage the request and issue of team playing cards following a new registration.
- Attend Committee meetings

This role is an ordinary committee member role and does not sit on the Management Committee.