



## Registrar

### Responsibilities

The Registrar is responsible for the accurate and timely registration and accreditation of all players, coaches, trainers, and other Club officials.

### Duties

- In conjunction with the Committee, plan, coordinate and manage club registration days at the commencement of the season
- Ensure that all players are correctly registered on the online registration platform (MySideline)
- Ensure that original copies of birth certificates and other proof of age documents are uploaded to the player / volunteers MySideline member record
- Ensure identification photographs for all players / volunteers are uploaded to their player / volunteer profile on MySideline
- Ensure all coaches, managers, sports trainers, and volunteers are registered on MySideline
- Load all registered players and team staff into their respective teams in the squad management section in MySideline
- Assign access to MySideline Manager for all Sports Trainers and Team Managers for their respective teams in the user management section of MySideline
- Be familiar with the QRL rules surrounding player transfers from Club to Club in line with [QRL Rules part 4](#)
- Be familiar with the [NRL National Clearance Policy](#)  
Note: *The June 30 deadline for registrations, permits and clearances does not apply in QLD*
- Be familiar with [SEQ Operations Manual](#) in regard to registrations, permits and player transfers
- Ensure all Coaches, Sports Trainers, Team managers and any Club volunteers have a valid and current Blue Card
- Keep accurate records of all Club volunteers Blue Card status
- Work closely with NRL Game Development officers to ensure all Team staff (Coaches, Sports Trainers & LeagueSafe) have current NRL accreditation that is relevant for the team they are involved with
- Keep accurate records of all Club volunteers NRL accreditation status and ensure the Club is fully compliant

[MySideline Club Administrator Induction](#)

[MySideline Products Induction](#)

[MySideline Member Management Induction](#)

[MySideline Team & Squad Management Induction](#)