

CROQUET ASSOCIATION QUEENSLAND Inc.
POSITION DESCRIPTION
REGISTRATION OFFICER

General Information

The Equipment Officer is a Specific Administration Duty Officer and is therefore subject to Part B, Rules 22, Specific Administration Duty Officers, General, of CAQs By-Laws. This position is appointed by the Management Committee and is responsible to the Management Committee and must be a CAQ registered player.

He/she will at all times observe the Association's Rules, By-Laws and Policies as set out in the relevant documents and will provide succession planning for the incoming person when the position is vacated. He or she will avoid making any improper use of any information acquired by virtue of their position in the organisation so as to gain any material advantage for themselves, or for any other person, or to the detriment of the organisation.

Duties to the Management Committee

- Work closely with the Handicapper and Web Officer
- Uploading database information regularly
- Updating the Handbook Manual
- Receive and process all new player, transferring player, second club players and delisting player information as supplied by Member Clubs
- Providing National Identity Numbers and cards to new members
- Provide a written report to the MC every 3 months
- Ensure that all forms and other information are finalised by the end of September each year
- Advise final registration numbers in December of each year so that ACA can be advised
- Providing relevant forms and receipts for reimbursement of expenses incurred on behalf of Croquet Queensland