



ROLE	Carnival Registrar
Purpose	Facilitate the smooth organisation and running of all carnivals including travel and accommodation arrangements.
Responsible to	Junior Activities Co-ordinator
Time Commitment	Approx 3 hours per month
Responsibilities & Duties	<ul style="list-style-type: none">• Be available for registrations for all carnivals• Ensure competitors list is up to date and ensure they are aware of carnival dates, and procedures at interclub, branch, state and national levels (including entry procedures and closing dates)• Facilitate entries for all events• Prepare team lists and provide to Team Manager• Arrange accommodation for competitors at relevant carnivals• Ensure any protests at carnivals are dealt with in an efficient and appropriate manner• Ensure that any athletes under the age of 18 are chaperoned by their parents or a responsible adult who is willing to accept that role at events where an overnight stay occurs• Ensure all travel arrangement details and accommodation of members on trips are detailed and appropriate transportation is organised where applicable• Ensure all monies (i.e. membership, competition levy, accommodation etc) are paid in full by the required date.• Make sure all club equipment (e.g. tents, boards, nipper trailer etc) is transported to carnivals by start time• Allocate responsibility of tent setup and dismantle• Ensure equipment is returned cleaned and report all damage to Gear Steward
Knowledge & Skills Required	<ul style="list-style-type: none">• Highly organised with excellent attention to detail• Receive contacts from Branch and keep Junior Activities Coordinator informed• Ability to plan and delegate tasks• Communicates effectively and possesses good interpersonal skills• Computer skills• Must be a financial member of the Club• Candidates must also be the holder of a current Blue Card
