

GLADSTONE 8-BALL ASSOCIATION INC.

REGISTRAR POSITION DESCRIPTION

Document type	Position Description
Role	Registrar
Position type	Management Committee Position
Status	Approved

Purpose of the Role

Manage member registrations, player records, team registrations, grading information, fixture results and competition data for the Association.

Constitutional & By-Law Authority

- GEBA Constitution 2025: Rule 11 - Register of members
- GEBA Constitution 2025: Appendix A - Registrar role description
- 8-Ball By-Laws 2026: Team/Player Registration, Grading, Protests, Unregistered Players, Transfer & De-Registration of Players, Scoring/Points for Team Events, Captain's Responsibilities and Finals

Key Responsibilities

- Create and maintain, under strict security, the Members Register and relevant competition records.
- Prepare membership reports, detailing any new membership applications for committee review.
- Maintain accurate team and player registration information using PlayHQ, Poolstat or other systems adopted by the Association.
- Maintain and update match results from main season and crossover season fixtures.
- Support the Management Committee in assessing team and individual player gradings.
- Ensure individual GEBA gradings are assessed and published in accordance with the By-Laws.
- Assist with fixture results, team standings, finals eligibility and points tables.
- Monitor and record unregistered player participation, transfers and de-registrations as required by the By-Laws.
- Review Poolstat comments or other system notes relevant to protests, results or disputes and refer them to the Management Committee where required.
- Assist captains and members with registration, grading and results processes.
- Handle member and player information confidentially and securely.

Role-Specific Responsibilities

- Manage registration records in line with PlayHQ or the system determined by the Management Committee.
- Support grading assessments using Poolstat and any other information considered by the Management Committee.
- Publish or arrange publication of gradings within the By-Laws timeframe.
- Maintain accurate and complete results and standings for fixtures, finals and other Association events.

Authority & Limitations

- The Registrar maintains records and administers competition data but does not independently determine complaints, protests, disciplinary matters or policy.
- Personal information in the Members Register must be protected and only used or disclosed as authorised by the Constitution and Association decisions.

Governance & Conduct

- Act in the best interests of GEBA, its members and the sport of Eightball.
- Comply with the GEBA Constitution 2025, 8-Ball By-Laws 2026, GEBA Code of Conduct, applicable Association policies, AEBF/QEBF requirements and lawful Management Committee and member decisions.
- Recognise that an individual office holder does not have independent authority to override the Constitution, By-Laws, Management Committee decisions or member resolutions.
- Maintain confidentiality where required, especially for membership, disciplinary, complaint, financial and personal information.
- Support fair, consistent, transparent and respectful decision-making and use established procedures to resolve conflicts and complaints.
- Declare and appropriately manage conflicts of interest.

- Promote safe, inclusive, responsible and sportsman-like conduct, and act impartially when exercising an official or administrative function.

Eligibility & Term of Appointment

- Must be eligible to hold office under the GEBA Constitution 2025 and applicable legislation.
- Must be an adult and must not be ineligible or disqualified from election to the Management Committee.
- A person is ineligible for election if they are already an acting member of another Association's management or general committee, as provided by the GEBA Constitution.
- Must be elected or appointed in accordance with the GEBA Constitution.
- Management Committee members are elected at each Annual General Meeting in accordance with Rule 29A of the Constitution; casual vacancies or Secretary appointments are dealt with under the relevant Constitution provisions.

Expected Commitment

- Attend Management Committee meetings, General Meetings and Annual General Meetings as reasonably required.
- Prepare for meetings and actively participate in Association decision-making.
- Undertake tasks assigned by the Management Committee within the scope of the role.
- Support Association events, fixtures, junior development, representative activities and member engagement where practicable.

Reporting Relationship

Reports to the members of Gladstone 8-Ball Association Inc. and works collaboratively with the Management Committee. The role is accountable through the Constitution, By-Laws and properly made Management Committee and member decisions.

Governing Documents

- GEBA Constitution 2025
- GEBA 8-Ball By-Laws 2026
- GEBA Code of Conduct
- Applicable AEBF/QEBF policies and Tournament Rules where relevant
- Directions and resolutions of the GEBA Management Committee and members, where properly made

Alignment & Approval

If there is any inconsistency between this position description and the GEBA Constitution 2025 or 8-Ball By-Laws 2026, the Constitution and By-Laws prevail to the extent applicable. The By-Laws must be read subject to the Constitution. This position description should be reviewed by the Management Committee and adopted or amended in accordance with the Association's governing documents.

Acceptance of Position Description

I acknowledge that I have read and understood this position description and agree to undertake the responsibilities of the role in accordance with the GEBA Constitution 2025, 8-Ball By-Laws 2026, GEBA Code of Conduct, applicable policies and lawful directions of the Management Committee.

Name: Simon Harrison

Signature: [Signature]

Date: 10-9-26