

## REGISTRAR

INSERT  
YOUR  
CLUB LOGO

**REPORTS TO** Committee & Club Secretary

### PURPOSE OF THE ROLE

The role of the Registrar is to ensure all players are registered or transferred in accordance with the league rules and regulations.

### QUALIFICATIONS & DESIRABLE CHARACTERISTICS

- Effective communication skills
- Organisational and time management skills
- Positive and enthusiastic
- Strong computer skills

### DUTIES AND RESPONSIBILITIES

- Register all new players within the league guidelines
- Register copy of injury reports
- Process insurance claims
- Security of all teams' players votes
- Number of games played by player
- To follow up with teams and ensure players are registered and able to play.
- Follow up with Treasurer on outstanding fees
- Pass onto club Secretary all player contact details to ensure club database is always accurate

**TIME COMMITMENT** 1 - 4 hours per week or as requested