**REGISTRAR**

# Reports to: Club Secretary and Club Committee

# 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 & 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