



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

