

Club Registrar

Reports to: President (or another designated committee member)

Purpose:

The Club Registrar ensures all players are registered, transferred and eligible to participate in accordance with league requirements. The Registrar maintains accurate records and collaborates with the Secretary, Treasurer, and team managers to support registration, insurance, and compliance.

Key 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 players contact details to ensure club database is always accurate

Skills & Desirable Characteristics:

- Hold or willing to apply for a current volunteer "Working with Children Check"
- Effective communication skills and ability to follow-up.
- Effective organisational, computer, and time management skills.
- Positive and enthusiastic.
- Understanding of league registration process and Club operations (or willingness to learn).