# Club Name

your logo here

### Position Description Form

| **Job Title** | **Registrar** | | |
| --- | --- | --- | --- |
| **Accountability** | President  General Committee | | **Hours\_\_\_\_\_\_\_\_ / week – month - season** |
| General Description - Objectives | | | |
| * To ensure all players are registered or transferred in accordance with the league rules and regulations. | | | |
| 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 uo with teams as players cant play if registration not current * Follow up with Treasurer on outstanding fees * Pass onto club Secreatary all player contact details to ensure club database is always accurate. | | | |
| Qualifications - Accreditations | | | |
| **Essential** | | **Desirable** | |
| Relationships | | | |
| * Liaises with the Club Secretary and Treasurer * Liaises with all club members | | | |
| Reporting | | | |
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