# Club Name

### Position Description

| **Job Title** | **Registrar** |
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| **Accountability** | President General Committee  | **Hours per week:**  |  |
| General Description - Objectives |
| * To ensure all players are registered or transferred in accordance with the league rules and regulations.
* To ensure Club Team Sheet procedures are correctly adhered to.
* To ensure all players have correct Player Points allocations in place.
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| Responsibilities |
| * Register all new Club players (within the league guidelines)
* Register copy of injury reports
* Process JLT insurance claims
* Security of all teams’ player votes
* Number of games played by player
* To follow up with teams if players can’t play /if registration is not current
* Follow up with Treasurer on outstanding Player levies
* Pass onto club Secretary all player contact details to ensure club database is always accurate
* Complete Player Points requirements in conjunction with Team Manager
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| Qualifications - Accreditations |
| **Essential*** Competency with computers and online programs
* Access to internet and Printers
 | **Desirable*** Knowledge of Footyweb
* Knowledge of transfer and permit guidelines
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| Relationships |
| * Liaises with the Club Secretary and Treasurer
* Liaises with all club members
* Liaises with League/Association Registrar
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| Reporting |
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