# 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. | | | | |
| 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 | | | | |
| Qualifications - Accreditations | | | | |
| **Essential**   * Competency with computers and online programs * Access to internet and Printers | | **Desirable**   * Knowledge of Footyweb * Knowledge of transfer and permit guidelines | | |
| Relationships | | | | |
| * Liaises with the Club Secretary and Treasurer * Liaises with all club members * Liaises with League/Association Registrar | | | | |
| Reporting | | | | |
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