

**REGISTRAR**

**ROLE DESCRIPTION**

**Objectives**

* To ensure all players and club officials are registered or transferred in

accordance with the league rules and regulations

**Responsibilities**

* Co-ordinate the registrations of all new players within the league

guidelines, including ensuring proof of Identification uploaded

* Co-ordinate the renewal of returning coaches and assist with

registration of new coaches

* Respond to all registration questions/enquiries

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ROLE DESCRIPTION

* Approval of all player transfers
* Co-ordinate November Early Bird Offer
* Co-ordinate February Sign-On/Information Day
* Allocating teams
* Follow up teams to ensure players are registered and able to play
* Co-ordinate and submit Blue Card Applications for all Committee

Members, Coaches, Assistant Coaches and Managers

* Oversee recruitment of coaches according to policies outlined by

the Committee and record proof of Coaches Accreditation

* Assist with co-ordination of Trophy Day at the end of season
* Arrange trophies for Trophy Day
* Register copy of injury reports
* Process insurance claims
* Keep notice of Number of games played by players and assist with

co-ordination of 25, 50, 75 & 100 Game Certificates

* Pass onto Club Secretary all player contact details to ensure club

database is always accurate

* Support person for SportsTG website
* Liaises with Treasurer as required

**Accountability**

* Reports to President
* Reports to the Club Committee
* Provide a verbal update at the monthly Committee meeting
* Seek approval from the appropriate Committee member prior to

committing the Club to any action or financial cost