

LIVERPOOL EAGLES JUNIOR AFL CLUB

The Family Club



Liverpool Eagles Junior AFL Club
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PO Box 173, CASULA MALL NSW 2170
ABN 72 989 095 177

Position Description – Registrar

The role of the Registrar (executive) is to ensure all records of registrations and transfers are done in accordance to the rules and regulations of the league. Responsibilities and duties include, but are not limited to:

- Registers all new players within the league guidelines
- Register copy of injury reports
- Processes insurance claims
- Security of all team's players votes
- Records number of games played by a player
- Follows up with teams and ensure players are registered and able to play
- Follows up with Treasurer on outstanding fees
- Passes onto club Secretary all player contact details to ensure club database is always accurate
- Maintains Heritage information - Annual stats, Game counts, Representative honours
- Maintenance of SportsTG (FootyWeb), ensuring all data is valid and accurate