



## Position Description – Registrar

### Objective

To ensure all players are registered or transferred in accordance with the league rules and regulations and is responsible for the ensuring all parents and volunteers have current Working With Children Checks.

### Responsibilities

- Register all new players within the league guidelines.
- Number of games played by player.
- To follow up with teams and ensure players are registered and able to play.
- Follow up with Treasurer on outstanding fees.
- Pass onto club Secretary all player contact details to ensure club database is always accurate.
- Ensure all parents and volunteers submit a Working With Children's Check certificate.
- Ensure the clubs undertakes correct screening of people in accordance with the current safeguarding laws and legislation (in line with SMJFL) and that appropriate records are maintained.
- Co-ordinate all player and coach clearances and transfers.

### Accountability

- Secretary.

### Average weekly hours for this role

- 1-4 hours per week.