



Position Description

### **Registrar**

The role of the Club Registrar is to supervise and be responsible for the proper registration of all players within the club. This involves all elements of the registration process, including the conduct of sign-up days and the proper recording of individual details.

#### ***Responsible To***

The Registrar is directly responsible to the Chairman and the club members.

#### ***Responsibilities and Duties***

The Registrar should:

- Maintain an up to date register of all players including UAERFU Register
- Plan sign-on days at commencement of season
- Obtain all relevant details of players wishing to play for the Club
- Obtain photographs for each new player and current players requiring new photographs
- Complete documentation for each player as required by GCJRL
- Ensure that original copies of birth certificates and other proof of age documents are available for each new player
- Assist players to complete transfer forms as required and authorize the transfer on the Club's behalf, keeping the Secretary informed of player movements. Communicate transfers as soon as possible
- Provide information as required to enable player records to be maintained
- Keep your Club committee informed of the status of registrations at all times
- Be aware of legal privacy regulations and ensure the requirements are implemented.