

## **REGISTRAR**

The role of the registrar is to ensure all players are registered or transferred in accordance with the league rules and regulations.

### **Registrar duties may include but are not limited to:**

- Upload all registration details to the clubs website & social media pages.
- Registrar all players within the league guidelines.
- Provide new players to the club a new players information pack.
- Arrange all player transfers to and from the club.
- Provide up to date player lists to all team managers.
- Provide up to date medical history lists to all team managers.
- Register a copy of all injury reports.
- Attend monthly committee meetings.
- Follow up with treasurer on outstanding fees.
- Pass onto club secretary all player/members contact details to ensure club database is always correct.
- Follow up with team managers to ensure players are registered and able to play.
- Keep a record of all player reports from games.
- Ensure committee members and team officials are registered with the club and have a current WWCC.
- Assist players with the process of insurance claims.
- Ensure accurate records across all teams of the number of games played by player.
- Coordinate any game day venue clashes or changes and advise relevant club officials.