**Registrar**

**Objectives**

* To ensure all players are registered or transferred in accordance with the association/league rules and regulations.

**Responsibilities**

* Register all new players within the association/league guidelines
* Register copy of injury reports
* Process insurance claims
* Security of all team players votes
* 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.

**Relationships**

* Liaises with the Club Secretary and Treasurer
* Liaises with all club members

**Accountability**

* Reports to President and General Committee