

**<Insert Name of Club>**

**Position Description - Registrar**

**JOB TITLE:**

Registrar

**OBJECTIVE:**

Ensure all players are registered or transferred in accordance with the PlayFootball rules and regulations

**RESPONSIBILITIES:**

* Register all new players within the FW and PlayFootball guidelines
* Register copy of injury reports
* Process insurance claims
* Security of all teams' players votes
* Number of games played by player
* To follow up with teams as players can’t play if registration not current
* 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:**

**REFERENCE:**

<https://www.wafootball.com.au/development/volunteers/volunteer-position-descriptions>