



## REGISTRAR JOB DESCRIPTION

### Responsibilities:

The Registrar is responsible for the accurate and timely registration of all players, coaches, trainers and other club officials.

### Duties:

- In conjunction with the Committee, plan and manage sign-on days at the commencement of the season.
- Obtain all relevant and necessary particulars of people wishing to play with the club.
- Obtain photographs for each new player and current players requiring new photographs.
- Complete documentation for each player as required by the league/region/state.
- Ensure that original copies of birth certificates and other proof of age documents are available for each new player.
- Plan club registration dates well before the start of the season.
- Co-ordinate club registration dates and times with local league officials.
- Prepare an appropriate roster to ensure teams attend for registrations.
- Prepare a list of players for each age group for distribution to team coaches.
- Assist players to complete transfer forms as required and authorise the transfer on the clubs behalf, keeping the Secretary informed of player movements.
- Closely monitor transfers to ensure they are only granted in accordance with club guidelines and league/region/state rules.
- Collect registration (players) cards at the end of each season and if required, collate into age groups and return to the local league/region/state.
- Attend qualification meetings of the local league if requested.
- Provide information to enable accurate player records to be maintained.
- Have a sound understanding of the league/region/state rules and regulations.
- Keep the Committee informed of the status of registrations at all times.
- Ensure that all relevant documentation issued by the league/region/state is circulated to players and club officials.

### Notes:

The Registrar must ensure that all player details are passed to the league/region/state for inclusion in the LeagueNet national database and for the issue of ARL ID numbers.