



## Club Roles & Responsibilities

### Club Registrar

#### DESCRIPTION OF ROLE

This role is responsible to the Club Committee to ensure that the Club player records comply with League rules. This is a critical aspect as any lack of compliance in this regard could render the Club and any teams within the Club ineligible to compete. The Registrar reports to the Club Committee on the profile of our player community, maintaining player records, tracking individual players and advising on milestones.

#### ROLE TASKS:

Specific tasks that the Club Registrar will discharge are as follows:

- ✚ Ensure that all players complete the appropriate registration form at the commencement of each playing season.
- ✚ Ensure that the Club player registration records fully comply with the requirements of the League – AFL Barwon
- ✚ Maintain the Club player data base in an up to date and accurate condition at all times, communicating the player lists and details to team leadership group as required.
- ✚ Liaise with Team Managers and the Treasurer to ensure that all individual player records are complete and that all players have paid the appropriate registration fees for each playing year by no later than the end of June in that year.
- ✚ Track the achievement of individual player milestones to allow the Club to honour those achievements. Assist with the preparation of the annual player presentations.
- ✚ Liaise with the Communication – Website Co-ordinator regularly to ensure player milestones achieved are recognised on the club website
- ✚ Keep records of player injuries/incidents in a central database, alert team manager/first aid officer of any recurring injuries to players.
- ✚ Assist team managers with the completion of game day paperwork and submission to the league.

Time expectation – approximately 3-4 hours per week during season, please note in the 4-6 weeks prior to commencement of season the time requirement is expected to be approximately 6-8 hours per week. An additional time consideration may also need to be considered for end of season processes.