



AUSKICK REGISTRAR



All Executive, Management and General Committee Members are responsible for acting in a manner not to bring the Club or Association into disrepute and are to abide by all Club, Association and local District and W.A.F.C policies.

AUSKICK REGISTRAR (PP- YEAR 2) ROLE

Objectives

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

Responsibilities

- Register all new players within the league guidelines
- Register copy of injury reports
- Process insurance claims
- To follow up with teams and ensure players are registered and able to play.
- Follow up with Treasurer on outstanding fees
- Ensure club database is always accurate with correct player contact details.
- To manage all Auskick managers.
- Committee members are to assist in Game Day Roster / Set Up.

Relationships

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

Accountability

- Reports to President and General Committee
- Committee members are to assist in Game Day Roster / Set Up.

Elena Mustard

President

Piara Waters Junior Football Club

| Piara Waters Pirates – Position Description | | | | Auskick Registrar | | | |
|---|--------------|-------|------------|-------------------|---|-------|--------|
| Ref No: | PWJFC-PD-008 | Date: | 25/08/2016 | Version: | 2 | Page: | 1 of 1 |