



# JUNIOR 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.

## **JUNIOR REGISTRAR (YEAR 3 - ABOVE) ROLE**

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### **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
- Security of all teams 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
- Ensure club database is always accurate with correct player contact details.
- To manage all Junior 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				Junior Registrar			
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