



ENDEAVOUR HILLS JUNIOR FOOTBALL CLUB & AUSKICK



Incorporation Association No. A00053411 - ABN: 83 698 930 671

Position Description

Registrar (Executive Position)

Objectives

- To ensure all players are registered or transferred in accordance with the league rules and regulations.
- To liaise with all team officials to ensure the highest standard on team administration is maintained.

Responsibilities

- Register all new players within the league guidelines.
- Assist Football Ops Manager in ensuring that all appropriate team official roles are filled.
- Coordinate submission of running sheets, team votes & player reports after both home and away games in conjunction with the coaches & team managers.
- Ensure all committee/ team officials are registered with the club/league, have an active and complete Everproof profile and have a current WWCC.
- Register copy of injury reports.
- Process insurance claims.
- Security of all team players votes.
- Ensure accurate records across all teams of the number of games played by player.
- Ensure accurate records across all teams of the number of goals kicked by player.
- To follow up with teams and ensure players are registered and able to play.
- Negotiate all clearances and player registrations in accordance with the league rules.
- Follow up with Treasurer on outstanding fees.
- To coordinate purchase and distribution of annual club awards/recognition to include but be not limited to
 - Yearend team presentation awards/trophies
 - Player milestone banners/awards/trophies
 - Annual club awards/trophies/jumpers
 - Life members
 - Sponsors
 - Club Captain
 - Senior/Junior club person of the year
 - Team best and fairest
 - etc.
- To coordinate annual club/Auskick team photos.
- Report activities of the portfolio to the membership at the Annual General Meeting.



P.O. Box 267, Endeavour Hills VIC 3802
<http://www.endeavourhillsjfc.com.au/>
<http://facebook.com/EHJFC>





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Relationships

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

Accountability

- Reports to President and General Committee



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