Aveley Junior Football Club Inc.
A.B.N. 81 603 471 751 | www.aveleyfootballclub.com.au
Turkich Parade Oval, Bolero Road, Aveley | PO Box 2379, Ellenbrook WA 6069

REGISTRAR JOB DESCRIPTION

All executive and general committee members are responsible for acting in a manner which brings credit to the club and abides by all club, association, local district and W.A.F.C policies.

Objective

- To ensure all players are registered or transferred in accordance with the league rules and regulations.
- To provide support to the President and other committee members to ensure the efficient operation of the club.

Responsibilities

- Attend monthly committee meetings, provide input to relevant topics and present a Registrars report when required.
- Coordinate annual club registration day activities.
- Act as the primary contact for club registrations.
- Maintain the club database, ensuring player details are up to date and accurate at all times.
- Liaise with Treasurer and Team Managers to ensure all players are registered, have paid their membership fees and are able to play at the commencement of each season.
- Mentor and coordinate Junior and Auskick Team Managers.
- Maintain a complete and accurate record of each registered player, including the number of games played annually, trophies won and penalties levied.
- Track the achievement of individual player milestones and liaise with the Media Coordinator to honour those achievements on the club website.
- Be responsible for the provision of Club Best and Fairest voting slips to coaches. Ensure the safe keeping of all completed voting slips in sealed envelopes until a date is set for the opening.
- Maintain confidentiality about club and committee matters.

Accountability

- The Registrar is accountable to the President and general committee.
- Must seek ratification from the committee prior to committing the club to any financial expenditure or action.

Date	Item
01 MAY 2018	**Drafted**
12 SEP 2018	**Adopted by Committee**
12 SEP 2019	**For Review**