

Flinders Park (Junior) Football Club

Duty Statement – Junior Registrar



1. Name of Position	Junior Registrar
2. Who the Position Reports to	Junior Committee
3. Where the Position is Located	Flinders Park Football Junior Club
4. General Description of the Position	To ensure all players are registered or transferred in accordance with the league rules and regulations.
5. Responsibilities	<ul style="list-style-type: none">• 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 as players can't play if registration not current• Follow up with Treasurer on outstanding fees• Ensure club database is always accurate

This document was endorsed by the Flinders Park (Junior) Football Club committee on 4th March 2014. It can be amended by the committee at any time, however in the absence of changes it will be reviewed again on 4th March 2016.