



GUNGAHLIN JETS

AUSTRALIAN FOOTBALL CLUB INC.

Est 1982



Club Registrar

The role of the club registrar is to supervise and be responsible for the registration of all junior & senior players within the club.

The Registrar is expected to have good planning, organizational and communication skills enabling them to communicate effectively with the club's committees, its members & external parties as required.

Responsibilities

- Maintain an accurate record of all players in Sporting Pulse
- Ensure all players are registered/transferred within AFL's rules/regulations
- Assist and resolve any registration enquiries/issues
- Ensure all players are financial
- Maintain number of games played by each player
- Organise & distribute milestone medals
- Organise end of season trophies & medals
- Provide reports as required to the Committees and/or Board

Relationships

- Liaises with the Junior & Senior committees
- Liaises with club members & external stakeholders

Accountability

- Reports to Junior & Senior Committees
- Reports to the Board

