

Accountability

- JJJFC President
- JJJFC Committee

Hours _____ / **Week – Month - Season**

Objective

- To ensure all players are registered or transferred in accordance with the league rules and regulations.

Responsibilities

- The Registrar is responsible for ensuring that all players game tallies are received and updated in a timely manner.
- Liaise with Team Manager Coordinator at the commencement of the season to ensure all players are registered.
- Ensure all team sheets and voting cards are received at the completion of each round and posted to the District.
- Attend Registrar's meetings conducted by the District.
- To approve player recognition "JANDAKOT JETS JUNIOR FOOTBALL CLUB CAREER JUMPER". Pups – U18's. If a year is missed due to injury, a letter must be received with an explanation for missed year, then approval will be made by Executive Committee. Recognition is for playing with Jandakot Jets JFC only.
- Tally games played by each player at season's end and enter onto rear of registration card.
- Maintain an up to date and accurate list of all registered players and distribute to relevant members of the committee as required.
- Liaise with the Auskick Coordinator and Vice President's at the beginning of the season on recommended teams to field for the season based on registrations received on or before registration day.
- Report to club monthly meetings.
- Manage Portfolio as set down by the committee.

Relationships

- Jandakot Jets Junior Football Club Committee
- Jandakot Jets Club Secretary and Treasurer
- Liaise with all club members