



[www.kickstartcq.com.au](http://www.kickstartcq.com.au)

Registrar	
A Registrar is in charge of registering players that are involved in club competitions. The Registrar is also in charge of collecting player's money and giving it to the Treasurer.	
<b>Responsible to:</b>	The Registrar reports to the Treasurer
Knowledge, Skills, Experience and Requirements	
<ul style="list-style-type: none"> <li>• Record keeping skills</li> <li>• Organisational skills</li> <li>• Good communication</li> </ul>	
Responsibilities and Duties – A Checklist for Consideration	
<ul style="list-style-type: none"> <li>• Designing and preparing the forms each season</li> <li>• Posting the forms on the club website</li> <li>• Arranging copies of rego forms</li> <li>• Getting players to complete forms</li> <li>• Receiving payments</li> <li>• Taking digital photos</li> <li>• Checking and collecting copies of documents (drivers licence, passport, birth cert.) to prove age for over 35's and juniors</li> <li>• Entering details in a database</li> <li>• Liaising with the Association to get ID cards, if required</li> </ul>	