



## Moreton City Excelsior Football Club

### Committee Position - Registrar

The duties of the Registrar shall be:

- To keep a record of all club players, and officials, and the team to which each player belongs and such other information as the Club Executive may require.
- Liaise with Club Secretary on the accurate maintenance of the MCE Database.
- To record all details of club registrations as required by FFA/ FQ. Input of players, officials and volunteers into the agreed governing body registration system.
- To be responsible for providing to the Football Queensland any information as the Club Executive may require.
- To provide all team lists to various members of the management Committee based on consultation with the Junior Representative and club secretary.
- Coordinate player numbers with Junior Representative to ensure the correct formation of teams
- To control the signing of all players within the club and accept any new registrations and deregistration's through the fixture season.
- To coordinate and manage junior sign on with the assistance of the club secretary and club administration co-ordinator.
- Report to Treasurer any outstanding fees.
- Assisting as Ground official, Running the bar or General help at sign on days, Musters, Carnivals, presentation days etc.

