



# North West Junior Soccer Association Inc.

P.O. Box 2387  
Port Adelaide  
SA 5015

ABN: 92 023 591 876

<http://www.nwjsa.org.au>

Affiliated with the S.A. Junior Soccer Association Inc.

## **NWJSA REGISTRAR ROLE**

### **Responsibilities and duties:**

The Registrar should:

- Have a sound understanding of NWJSA Rules and Regulations
- Have good planning and organization skills and should be able to communicate with a wide range of people
- Co-ordinate NWJSA registration dates with School Delegates and the State Sporting Body
- Supervise and be responsible for the proper registration of all players
- Obtain all relevant particulars of players wishing to play for the Association
- Prepare the list of teams and return to the Association via the Secretary
- Assist schools to complete transfer forms as required and authorise the transfer of players
- Closely monitor transfers to ensure that transfers are only granted in accordance with Association guidelines
- Keep the Board of Directors informed of player movements and status of registrations. Communicate transfers as soon as possible to all relevant parties
- Obtain photographs for appropriate new players and current players requiring new photographs
- Ensure documentation is complete for each player as required by the State &/or National Sporting Body
- Assist State &/or National Sporting Body Controllers as required
- Collect Team Sheets and return to the Association through the Secretary
- Provide information as required to enable player records to be maintained
- Be aware of legal privacy regulations and ensure the requirements are implemented