

Job Title: Registration Secretary

Reports To: Executive Committee

Special Skills Required:

- Good Organizational skills
- Well developed communication skills
- Good Working Knowledge of the club and league registration rules
- Efficient money handling skills

Duties:

- Develop and maintain an accurate database of all players and members
- Regularly provide an updated version of this database to the club secretary
- Ensure that all players are registered and have paid their membership
- Process all membership and player registration transactions
- Collect all membership fees and provide the treasurer with all monies received
- Maintain all registration paperwork as required by the league and provide this to the league as and when required
- Become the first contact for all players regarding enquiries about their registration
- Always encourage new members and players to join the club