



JUNIOR REGISTRAR'S ASSISTANT

STATUS: APPOINTED POSITION (NO VOTING RIGHTS)

QUALIFICATIONS: **Essential**
Competent computer literacy skills
Experience in producing spread sheets

Beneficial
Prior experience as a Club's registrar

RESPONSIBILITIES:

The Duties of the Junior Registrar's Assistant of the Association are:

- (i) Attend Saturdays from 7.45am to 12 noon as and when required.
- (ii) Assist the Junior Registrar in checking signatures, recording forfeits, penalties, borrowing of players across teams, entering results into the software, answering questions in connection with registration of senior players, and in any other way to ensure everything is up to date at the end of each playing day.
- (iii) Liaise with Junior Registrar.