



## **SPRING COMP REGISTRAR**

**STATUS:** APPOINTED POSITION (NO VOTING RIGHTS)

**QUALIFICATIONS:** Possess a friendly, approachable manner.  
Possess the ability to organise people and complete paperwork efficiently.  
Previous recent experience as a registrar at club Level.

**RESPONSIBILITIES:**

- (i) Liaise with the Senior Registrar
- (ii) Receive and record new/late registrations
- (iii) Sight and record “proof of age” details
- (iv) Receive a record of all competition match results
- (v) Check signatures on score sheets and record results
- (vi) Compile progressive point scores for display at Lofberg courts each night
- (vii) Assist with the input of scores on KNA website
- (viii) Notify clubs promptly of any discrepancies in signatures
- (ix) Record all forfeits
- (x) Record and advise all penalties
- (xi) Advise KNA Treasurer or Administration Officer of all new/late registrations
- (xii) Attend each playing night for semi-finals, finals and grand finals to check
- (xiii) signatures prior to the commencement of each game
- (xiv) Liaise with the Executive Committee if there are any matters which should be brought to their attention.

- (xv) Any other duties that may be required or requested by the President or Executive during the year.