



PITTWATER BASEBALL CLUB.

POSITION: *REGISTRAR*

Description:

- To ensure that 4 weeks minimum prior to registration day that the relevant PBC club banners and signs are erected advising of our club registration days and mail out is completed to all Club members.
- Ensure all relevant paperwork, cash float, receipt books and Registration area is ready for designated registration days.
- Collect and collate all registration paperwork including details of all persons registering with the Club as players, Coaches, Managers or other to ensure that such persons are not disqualified from so registering
- Shall be responsible for the preparation of all team lists after team selection has been completed
- All registration forms are to be held confidentially.
- Arrange in conjunction with the Treasurer to bank all registration monies received.
- Produce a spreadsheet listing of all registrations for the Committee and the Teams Player Placement ready for Meet & Greet your team day.
- Shall liaise with the Tee Ball vice President & Baseball vice President on Team Placements to ensure all players are allocated to a team.
- Produce a list of players that have not re-registered for the season to the Vice President & committee to follow up on.

- Shall ensure a Managers Information folder and Coaches Information Folder is compiled for each team and is available for Meet & Greet your Team day or the Coaches and Managers night for distribution. (Secretary to assist where requested).