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Committee Position Description

Registrar

The Registrar shall be responsible for:

- a. The receipt of TLAA Registration materials prior to the start of the Season.
- b. At the start of and during each season, the issue, processing and recording of a registration form for every new or returning child.
- c. The issue of an athletic registration name and age tag, state badge, information manual, result book, plus any other State requirements, to each eligible child.
- d. The transmission of all necessary documents, forms and fees to the State Membership Director.
- e. The maintenance of a register of all current and prior season athletes. This register is to contain:
 - All name and address, age, parent and pertinent medical and other details that are deemed to be required by either the Committee or the Association from time to time.
 - Number of years of continuous registration for each athlete.
 - The age group into which the athlete has been placed for the current season.
- f. The distribution and ordering of Association Awards as required by the Association.