Registrar

*The registration year is from 1st June to the 31st May. Any member registered between 1st January and 31st May shall be deemed registered up to and including the 31st May the following year. Full registration details are available under ‘Clubs’ on our website* [*www.ladiesgaelic.ie*](http://www.ladiesgaelic.ie)

**Role Description**

The Role of the Registrar is to ensure all members, both playing and non-playing, are registered with the LGFA. The registration year is from 1st June to the 31st May. Any member registered between 1st January and 31st May shall be deemed registered up to and including the 31st May the following year. Full registration details are available under ‘Clubs’ on our website [www.ladiesgaelic.ie](http://www.ladiesgaelic.ie)

*Reports/ Accountable to:*

* Club Committee

**Roles and Responsibilities:**

* Ensure that all members are registered, players and non-players
* Submit the registrations via the electronic system (Servasport) to the County, Provincial & National Registrar.
* Make payments for registrations via PayPal
* Ensure your PayPal account is up to date and has sufficient funds to process registrations.

**Key points to note**

* A player’s registration is valid only when received via the electronic registration system and paid for via PayPal and then approved by the Central Council Registar.

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| SKILLS | KNOWLEDGE |
| * EXCELLENT COMMUNICATION (VERBAL AND WRITTEN), AND INTERPERSONAL SKILLS * STRONG LEADERSHIP AND DECISION MAKING SKILLS * VERY GOOD TIME MANAGEMENT AND ORGANISATIONAL SKILLS IN ORDER TO EFFECTIVELY MANAGE SELF, OTHERS AND PLAN, INITIATE, DEVELOP AND IMPLEMENT PROJECTS * EFFECTIVE NUMERICAL AND ANALYTICAL SKILLS | * **CLEAR AND DETAILED KNOWLEDGE OF LGFA’S STRUCTURES, RULES, REGULATIONS AND PROCEDURES in relation to the registration of members, both playing and non playing** * **HAVE EXPERIENCE OF COMMITTEE INVOLVEMENT/PEOPLE MANAGEMENT** |

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| OTHER REQUIREMENTS |
| * HAVE TIME TO DO THE JOB * HAVE A GENUINE INTEREST IN THE ASSOCIATION * BE OF GOOD STANDING IN THE COMMUNITY |