



## **Bacchus Marsh Little Athletics Centre**

### **Position Description**

<b>Position Title:</b>	<b>REGISTRAR</b>
------------------------	------------------

The Registrar is the management officer of all aspects of competitive member registrations of the Centre.

The Registrar is required to be familiar with the SportsTG Online system prior to the commencement of the season and be a good communicator to be able to assist parents in the registration process.

In conjunction with the Centre Treasurer ensure any payment of registration fees are payable to the Association along with any necessary reporting requirements.