



# PETER MORTON ACADEMY OF JUDO JUJITSU KARATE

モートン流自修館柔術

## Registrar Central Administration Duty Statement

**Registrar** *A person charged with keeping Academy registers, lists, files and an archive*

**OBLIGATIONS** Understand your responsibilities and duties in compliance with the rules, regulations, procedures, policies and guidelines of the Academy

**PRIME DUTY** Maintain Academy records.

1. Maintain a register of:
  - 1.1 Academy membership
  - 1.2 branch location and branch Chief Instructor
  - 1.3 committee members of:
    - 1.3.1 the management committee
    - 1.3.2 the Chief Instructor Forum
    - 1.3.3 a Black Belt Forum
    - 1.3.4 Shodan Oversight Committee
    - 1.3.5 Annual National Seminar Committee
  - 1.4 grading names and results.
2. Maintain a list of:
  - 2.1 Dan Belt:
    - 2.1.1 active members
    - 2.1.2 inactive members
    - 2.1.3 rank
    - 2.1.4 qualifications - first aid, coaching accreditation, other
  - 2.2 a Dan Belt's attendance at:
    - 2.2.1 compulsory training
    - 2.2.2 additional training
    - 2.2.3 Annual National Seminars
    - 2.2.4 gradings
    - 2.2.5 events
    - 2.2.6 Academy meetings of all levels
  - 2.3 award recipients
  - 2.4 national trophy recipients
  - 2.5 trophy locations
  - 2.6 Academy affiliation, recognition and organisation membership.
3. Maintain a file of:
  - 3.1 injury and incident report
  - 3.2 new branch application.
4. Record and maintain an archive of historical material of the Academy.
5. Arrange and oversee the writing and production of historical publications.