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# **ROLE DESCRIPTION - REGISTRAR**

*Note: The detail contained within this role description is indicative only and should be used as such by clubs to adapt to their needs.*

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| **ROLE INFORMATION** | |
| **Purpose** | To manage and administer the club’s membership in an effective and efficient manner. This includes a close relationship with the local association and member federation, utilising the PlayFootball registration platform and competition management system to ensure registration requirements are met. |
| **Responsibilities** | * Create self-registration guide for members. * Set up membership registration packages for all members. * Monitor all registrations as required. * First point of contact for all registration queries, de-registrations and any registration problems. * Work with committee members responsible for ensuring all coaches and managers meet team sheet and registration compliance. * Work with committee members responsible for ensuring players are correctly allocated to team sheets within competition management platforms. * Provide recommendations to the committee for improvements to membership practices. * Support ITC registrations if required. * Support players with insurance / injury paperwork. * Support players who are applying for dispensation. * Provide all registration data as requested by the committee - registration trends and analysis, registration numbers. * Attend the Association or Member Federation registration training if required. * Ensure club contact information is up to date across platforms. * First point of contact with Association or Member Federation registration team, competitions, and finance. |
| **People Management** | N/A |
| **Budget Management** | Supporting role in relation to Registration Fees. |
| Note: Add any additional information/requirements specific to the role that needs to be brought to the reader’s attention.   * This position requires a clearance/s to work with children which is an essential component of this role and therefore to continuing employment. * The ordinary working hours for the club can include duty on weekends and evenings. * The successful candidate for this role will be subject to a National Police Criminal History Check prior to appointment. | |

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| **EXPERIENCE AND CAPABILITIES** | |
| **Qualifications and Experience** | * Previous experience in a coordinator role in a not-for-profit, volunteer-based organisation is preferable. * Knowledge of the laws and legislation relating to non-profit organisations. * Knowledge of Rules and Regulations of the association. |
| **Knowledge and Skills** | * Computer literacy and ability to use Microsoft suite. * Good communication skills, written and verbal. * Good data analysis and excel skills. * Passionate about the club and dedicated to improving club admin practice. * Ability to meet deadlines and work under pressure. * Financial skills & knowledge. * Ability to write reports. |