New Lambton Football Club Juniors
Position Description – Assistant Registrar

JOB TITLE:

Assistant Registrar

OBJECTIVE:

The role of the Assistant Club Registrar is to provide support to the Club Registrar to supervise and be responsible for the proper registration of all players within the club.

This involves all elements of the registration process, including the conduct of sign-up days and the proper recording of individual details. The Assistant Registrar is expected to have good planning and organisation skills and should be able to communicate with a wide range of people.

One of the main duties of the Assistant Club Registrar involves developing and preparing team lists on behalf of the Club Registrar, which requires a sound understanding of the Rules and Regulations.

RESPONSIBILITIES:

- Act in the Registrar's position when the Registrar is unavailable or requires assistance.
- Support the Registrar develop and maintain strategies for the ongoing expansion of the membership base of the club.
- Liaise with Registrar, team coaches and team managers to ensure all membership fees are collected in a timely and efficient manner.
- Understand MyFootball system and attend "System Training" session at the beginning of the season or as required by the club.
- Liaise with NNSW and Newcastle Football as required to keep accurate club contact details (President, Secretary, Treasurer, etc) using the MyFootball system.
- Implement Privacy Act regarding all membership information.
- Assist the club and Newcastle Football to promote and implement the self-registration option via MyFootball.
- Process registrations via MyFootball as required for members (players, volunteers, coaches etc).
- Maintain member details as required by MyFootball.
- Assist in coordinating players, teams and other relevant personnel on Muster Day/s.
- Assist in coordinating submissions to Newcastle Football.

RELATIONSHIPS:

- The Assistant Registrar reports to the Registrar and General Committee of the club.
- A close relationship is required with all governing body departments.
- Supports Registrar, and all managers, committee members, coaches, players and staff.

NEW LAMBTON
FOOTBALL CLUB

ACCOUNTABILITY:

- The Assistant Registrar is accountable to the Registrar and General Committee of the club.
- Liaise with the Registrar, relevant committee members, managers, coaches, players and staff.
- Compliance with club grading and squad size policies during the registration process.
- The estimated time commitment required as the Assistant Registrar is 3 - 4 hours per week.

ESSENTIAL SKILLS:

- Ability to act in the Registrar's position when the Registrar is unavailable.
- Well informed of all club activities.
- Aware of the future direction and plans of club.
- A good understanding of league requirements at local, regional and higher levels.
- Possesses a good working knowledge of the club's Constitution, rules and the duties of its office holders and sub-committees.
- Computer literate in the various relevant computer applications.
- Good communication skills.
- Passionate about the club and dedicated to improving club practices.
- Well organised and able to work under pressure, especially at the beginning of the season.
- Financial skills / knowledge.
- Report writing skills for General Committee reports.
- Knowledge of the club membership packages and external requirements (e.g. membership fees, etc).
- Receptive to change.
- Dedicated club person.
- Be approachable.

DESIRABLE SKILLS:

- Ability to plan events and activities for a year.
- Financial skills / knowledge.
- Empathy.
- Communication and negotiating skills.
- Listening skills.