New Lambton Football Club Juniors
Position Description – Registrar

JOB TITLE:

Registrar

OBJECTIVE:

The role of the Club Registrar is 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 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 Club Registrar involves ensuring team lists are developed and prepared by the Assistant Club Registrar/s, which requires a sound understanding of the Rules and Regulations.

RESPONSIBILITIES:

- Develop and maintain strategies for the ongoing expansion of the membership base of the club.
- In consultation with relevant committee members, authority to accept / reject any applications by a person for registration as a player with the Club.
- Develop proposal for membership fees and arrangements for the ensuing season for consideration by the General Committee.
- Liaise with team coaches and team managers to ensure all membership fees are collected in a timely and efficient manner.
- Provide the committee with recommendations for improvements to membership practices for consideration prior to the Annual General Meeting.
- Provide membership packages to all members, including life members.
- Provide all members' details to the Secretary to maintain the club database.
- Follow up with a reminder letter to those members from previous years, which have not renewed their membership.
- 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.

RELATIONSHIPS:

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

ACCOUNTABILITY:

- The Registrar is accountable to the President and General Committee of the club.
- Liaise with 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 Registrar is 3 - 4 hours per week.

ESSENTIAL SKILLS:

- 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.