

**Job Description Template Registrar**

**JOB TITLE:**

Registrar / Administrator

**OBJECTIVE:**

To manage and administer the club’s membership in an effective and efficient manner. As, Registrar, ensure that all players are registered with the Football Federation SA (FFSA) and, where applicable, Affiliated Association. The registrar will be required to implement the registration process that has been implemented by the Football Federation SA. The Registrar is responsible for distributing registration guidelines to all players and volunteers, maintaining records of all registered players and volunteers and providing these details to relevant people within the club.

**RESPONSIBILITIES:**

* Ensure that the registration process adopted by the FFSA is implemented. FFSA use an online registration system called myfootballclub.
* Develop an understanding of the MyFootballClub system and attend the required training workshops at the beginning of the season or as required by FFSA or the club
* Provide self registration guidelines to players and volunteers on how to register. FFSA will provide this information on an annual basis. Develop a registration package that includes information about the club, including fees, registration process and any other relevant documents, such as a medical form.
* If responsible for registration of senior players, provide the relevant documentation to players that are registering as Professional Players. On completion, the documentation is to be submitted into FFSA within the timeframes provided. FFSA will provide details of the Professional Registration Windows on an annual basis.
* Process registrations via MyFootballClub for players and volunteers,
* Provide reports to relevant coaches or team managers, providing details of the players that have registered and are eligible to participate in competitions.
* Provide reports to club committee members, in particular, club treasurer, outlining details of player registrations for follow up on player registration fees.
* Liaise with team coaches and team managers to ensure all fees are collected in a timely and efficient manner.
* Follow up with players and volunteers that have not completed their registration requirements.
* Send out reminders to those members from previous years, who have not renewed their registration..
* Develop and maintain strategies for the ongoing expansion of the membership base of the club.
* Provide the committee with recommendations for improvements to membership practices for consideration prior to the Annual General Meeting. .
* Liaise with FFSA as required.
* Implement Privacy Act regarding all membership information.
* Check club email address on a daily basis for updated Registration information.
* Maintain member details as required by MyFootballClub.

**RELATIONSHIPS:**

* The Registrar/Administrator reports to the President, Secretary, Treasurer and General Committee.
* Liaises with FFSA Registration Team, Competitions and Finance Department.
* Will have a close working relationship with team coaches and team managers.

**ACCOUNTABILITY:**

* The Registrar/Administrator is accountable to the President, Secretary and Treasurer.

**ESSENTIAL SKILLS:**

* Computer literate in the various Microsoft applications.
* Good communication skills.
* Committed to developing and improving club processes.
* 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.
* Willing to develop and learn new skills and knowledge.

**Estimated Time Commitment Required**

The estimated time commitment required as the Registrar is \_hours per week.

The Registrar is appointed for a period.