

**JOB TITLE:**

**Registrar / Administrator**

**OBJECTIVE:**

To manage and administer the club’s membership in an effective and efficient manner. The Club Registrar / Administrator is to ensure that all players are registered with the Football South Australia (Football SA) and, where applicable, Affiliated Association. The registrar / administrator will be required to implement the registration process that has been implemented by the Football SA. The registrar / administrator 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 Football SA is implemented. Football SA use an online registration system called Play Football & Dribl.
* Develop an understanding of the Play Football & Dribl systems and attend the required training workshops at the beginning of the season or as required by Football SA or the club.
* Provide self registration guidelines to players and volunteers on how to register. Football SA 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 Football SA within the timeframes provided. Football SA will provide details of the Professional Registration Windows on an annual basis.
* Process registrations via Play Football & Drible 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 Football SA 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 Play Football & Dribl.

**RELATIONSHIPS:**

* The Registrar/Administrator reports to the President, Secretary, Treasurer and General Committee.
* Liaises with Football SA 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 / Administrator is \_hours per week.

The Registrar / Administrator is appointed for a period.