



Balgownie Junior Football Club

Job description for: REGISTRAR

OVERVIEW:

To manage and administer the club's membership - both players and volunteers - in an effective and efficient manner. This includes close liaison with Football South Coast through the MyFootballClub database system.

RESPONSIBILITIES:

- Register all players, in the first instance, in the age group appropriate to his/her age.
- Satisfy themselves as to the proof of age of players.
- Develop and maintain strategies for the ongoing expansion of the membership base of 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.
- Maintain a register of players in appropriate age groups showing date of birth, address of residence
- Obtain appropriate team ID sheets and arrange of these sheets to the managers at the start of each season.
- Follow up with a reminder letter to those members from previous years, who have not renewed their membership.
- Liaise with FSC as required to keep accurate club contact details (President, Secretary, Treasurer) using the MyFootballClub system.
- Implement Privacy Act regarding all membership information.
- Assist the club and FSC to promote and implement the self-registration option via MyFootballClub.
- At the beginning of the year, check club email account on a daily basis for updated Registration information.
- Process registrations via MyFootballClub as required for all members (players, volunteers, coaches etc).
- Maintain member details as required by MyFootballClub.
- Ensure that all player ID photos in MyFootballClub are present, current and adequate for identification purposes
- Ensure all coaches and managers have completed and lodged a Member Declaration Form with the Club
- Identify coaches and managers that require a WWC check and notify the MPIO

RELATIONSHIPS:

- The Registrar reports to the President, Secretary, Treasurer and General Committee.
- Liaise with FSC Registration Team, Competitions Department.
- Will have a close relationship with team coaches and team managers.

ACCOUNTABILITY:

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

COMMITMENT LEVEL:

The estimated time commitment required as the Registrar is up to 6 hours per week at the beginning of the season for about 5-6 weeks.

ESSENTIAL SKILLS:

- Computer literate in the various Microsoft 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 (FSC membership fees etc).