

SPRINGWOOD UNITED FOOTBALL CLUB INC.

"united in sport, uniting the community"



Role Description

REVISION TABLE	
Position Title	Registrar
Committee	Football Committee

Prepared By	Change	Approved By	Date	Revision
Chris Gilchrest	Initial Revision	SUFC Management Committee	10/08/2015	1
Chris Gilchrist	Logo Updated	SUFC Management Committee	12/06/2017	2
Peter Dempsey	Removal of Administrative duties	SUFC Management Committee	17/11/2019	3

Primary Purpose of Position

The Registrar will manage and administer the club's membership (players, coaches, managers and committee) in an effective and efficient manner. This includes close liaison with Nepean Football Association, FFA and Football NSW through the PlayFootball database system and Compman system.

The hours required to successfully complete this role will vary depending on the requirements of the Club and the size of the member base during the registration period.

The primary purpose of the Registrar is to ensure that registrations for players, teams, coaches, manager and Committee meet critical deadlines imposed by the governing bodies.

Term

The Registrar is appointed by the Football Committee (and approved by the Management Committee) from the 1st of December till 2 weeks after the registration period (as stipulated by Nepean Football Association.)

Key Working Relationships

Internal	External
<ul style="list-style-type: none"> • Members • Football Manager • Treasurer • Football Committee Members • Management Committee Members • Age Coordinators • Coaches and Managers 	<ul style="list-style-type: none"> • Football New South Wales (FNSW) • Nepean Football Association (NFA) • Local community members • Blue Mountains City Council (BMCC)



Role Description

Key Result Areas	
Football Responsibilities	<ul style="list-style-type: none"> • With the Football Manager, coordinate the registration process and ensure that all registrations are processed and completed within the required timeframe; • ensure all necessary registration policies, procedures and paperwork is available for release in advance of registration days; • assist on Club registration days; • provide age group lists of registered players in a timely manner at the official close of registration to the Grading Coordinator, SSF Coordinator, Junior Player Representative, Senior Male Player Representative and Senior Female Players Representatives to allow grading and muster days to commence without delay; • implement Privacy Act regarding all membership information; • provide all members' details to the Secretary to maintain the club database; • arrange for a reminder email to those members from previous years, who have not renewed their membership; • understand PlayFootball system and attend 'System Training' session(s) prior to the commencement of the season or as required by FNSW, NFA or the club; • process registrations via PlayFootball and NFA system (iCompman) as required for members (players, volunteers, coaches, committee etc.); • ensure Player, Coach, Manager & Committee ID Cards are available in a timely manner prior to the first matches being played, (does not include trial matches). • maintain member details as required by PlayFootball; • assist the Club to promote and implement the self-registration option via PlayFootball; • welcome new registrations, and to introduce them to the requirements of the Association; • ensure that all team coaches and managers are registered online as volunteers through the PlayFootball system and assist where necessary; • ensure that team leaders are Working with Children Check (WWC) compliant and assist where necessary; and • be available in the weeks leading up to the Football season.



Role Description

Key Result Areas	
Club Responsibilities	<ul style="list-style-type: none"> • Provide the committee with recommendations for improvements to membership practices for consideration prior to the Annual General Meeting; • Ensure that the legal responsibilities of SUFC, including compliance with the Associations Incorporation Act 2009, are adhered to; • assist in coordinating and participating in activities and events associated with SUFC – presentation day, coaches and managers BBQ, muster day; • attend both NFA and SUFC Football Committee meetings during the period of registration as stipulated; • gain an understanding of Association’s policies, SUFC’s Constitution and By-Laws; and • general administrative duties as required to perform the role as registrar.
Financial	<ul style="list-style-type: none"> • Liaise with members of the Football Committee, Finance Officer, coaches and managers to ensure all membership fees are collected in a timely and efficient manner; and • Set up membership packages in PlayFootball.
Leadership	<ul style="list-style-type: none"> • Provide support for Football Committee members, Coaches and Managers to ensure they are able to carry out their required duties in accordance with the Rules of SUFC.

Capability	
Skills & Experience	<ul style="list-style-type: none"> • An interest in the development of Football at grassroots level; • ability to identify and set priorities and plan effectively; • be willing to take action to address needs without being requested to do so; • staying on-task to completion, particularly in the face of obstacles or other trying circumstances; • is able to communicate in an open, candid and consistent manner; and • the ability to work collaboratively
Behavioural Competencies	<ul style="list-style-type: none"> • Adaptability/Decisiveness • Initiative • Interpersonal Skills • Organizational Skills • leadership • integrity
Leadership Competencies	<ul style="list-style-type: none"> • Leads by example displaying a commitment to Clubs values