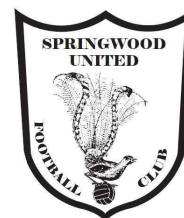


SPRINGWOOD UNITED FOOTBALL CLUB INC.

"united in sport, writing the community"



Role Description

REVISION TABLE	
Position Title	Registrar
Committee	Football Committee

Prepared By	Change	Approved By	Date	Revision
Chris Gilchrist	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
Sarah Iskov & Dale Wade-Ferrell	Replaced iCompman with Dribl and general revisions and formatting	SUFC Management Committee	18/11/2024	4

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). This role may include some volunteer work outside of these times to prepare for and wrap up the season, including association workshops, training sessions and season reviews.

Primary Purpose of Position

The Registrar will manage and administer the club's membership (players, coaches, managers, committee and volunteers) in an effective and efficient manner. This includes close liaison with Nepean Football Association, FA, Football NSW and the PlayFootball registration and database system and interaction with competition management applications like Dribl..

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

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

A Club mobile phone and Club laptop are supplied in order to undertake this role.

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Key Working Relationships		
Internal		External
<ul style="list-style-type: none"> Members Football Manager Finance Officer 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) FA's PlayFootball Registration Application & Support Services Dribl Competition Management Application Local community clubs and members Blue Mountains City Council (BMCC)

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; Communicate any age groups that require additional registrations as required to the Social Media Coordinator for advertisement on socials and online. Understand PlayFootball and Dribl systems and attend system training session(s) prior to the commencement of the season or as required by FNSW, NFA, PlayFootball, Dribl or the Club; Process registrations via PlayFootball and Dribl as required for members (players, volunteers, coaches, committee etc.); Ensure Player, Coach, Manager & Committee ID Sheets, Cards (or electronic equivalents) 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 and Dribl; 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 and Dribl systems 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.

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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"> • Set up membership packages in PlayFootball and • Liaise with members of the Football Committee, Finance Officer, players, coaches and managers to ensure all membership fees are collected in a timely and efficient manner. •
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; • Able to communicate in an open, candid and consistent mannerThe ability to work collaboratively; and • Basic computer skills including data entry, spreadsheets and email systems
Behavioral Competencies	<ul style="list-style-type: none"> • Adaptability/decisiveness • Initiative • Interpersonal skills • Organizational skills • Problem solving skills • Leadership • Integrity • Attention to detail
Leadership Competencies	<ul style="list-style-type: none"> • Leads by example displaying a commitment to Club values