

Registrar



VERSION TABLE			
DATE	AUTHOR	STATUS	VERSION
10/08/2015	Chris Gilchrist	MC Approved	1
12/06/2017	Chris Gilchrist	Logo updated	2

OBJECTIVES

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 MyFootballClub database system and Compman system.

RESPONSIBILITIES

- Learn and adopt the Governing Bodies policies and assist in writing and implementing SUFC registration policies.
- Ensure all necessary registration policies, procedures and paperwork is available for release in advance of registration days.
- Ensure registrations are processed and member details maintained in MyFootballClub.
- Provide age group lists of registered players in a timely manner at the official close of registration to the Grading Coordinator and SSF Coordinator to allow grading and muster days to commence without delay.
- Implement Privacy Act regarding all membership information.
- Liaise with members of the Football Committee, Finance Officer, team coaches and team managers to ensure all membership fees are collected in a timely and efficient manner.
- Provide membership packages to all members, including life members.
- Provide all members' details to the Secretary and Administration Officer to maintain the club database.
- Arrange for Administration Officer to follow up with a reminder email to those members from previous years, who have not renewed their membership.
- Understand FFA MyFootballClub system and attend 'System Training' session prior to the beginning of the season or as required by FNSW, NFA or the club.
- Process registrations via MyFootballClub and NFA system (iCompman) as required for members (players, volunteers, coaches, committee etc.).
- Maintain member details as required by MyFootballClub.
- Assist the Club to promote and implement the self-registration option via MyFootballClub.
- Welcome new registrations, and to introduce them to the requirements of the Association.
- Provide the committee with recommendations for improvements to membership practices for consideration prior to the Annual General Meeting.
- Assist with activities and events associated to SUFC – park duty, presentation day, coaches and managers BBQ, muster day.

ACCOUNTABILITY

This position reports directly to the SUFC President of Football.

The Registrar is a member of the SUFC NFA Sub Committee and is appointed by the President of Football and the SUFC Management Committee. The Registrar is appointed for a term from the close of the Annual General Meeting until the close of the next Annual General Meeting.

The estimated time commitment required as the Registrar/Administrator is up to 4-6 hours per week. This will be increased at the beginning of the season to approximately 8-10 hours per week.

RELATIONSHIPS

- The Registrar/Administrator reports to the President, Secretary, Treasurer and Football Committee.
- Liaises with NFA and FNSW areas responsible for registrations and financial management.
- Will have a close relationship with team coaches and team managers.
- The Registrar works closely with the Club Administration Officer to ensure memberships are managed in an effective and efficient manner and all necessary data is correctly captured and recorded.

REQUIRED SKILLS

- Patient and persistent.
- Computer literate and proficient in the various Microsoft applications.
- Good communication skills.
- Able to communicate effectively via email.
- 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.
- Diligent, thorough and able to follow processes.
- Financial skills/understanding.
- Knowledge of the club membership packages and external requirements (NFA, FNSW membership fees etc).

The Registrar is appointed by the Football Committee (and approved by the Management Committee) for a term of one (1) season.

For further information in regards to this role please do not hesitate to contact the President of Football football@springwoodunited.com.au

APPROVED