

BLIGH PARK FOOTBALL CLUB



Position Description: Registrar

Overview

The Registrar is responsible for:

- 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 Dribl Platform.
- The primary purpose of the Registrar is to ensure that registrations for Players, Teams, Coaches, Managers and Committee meet critical deadlines imposed by the governing bodies.

Responsibilities

Prior to the season

1. Coordinate the registration process and ensure that all registrations are processed and completed within the required timeframe.
2. Ensure all necessary registration policies, procedures and paperwork is available for release in advance of registration days.
3. Assist on Club registration days.
4. Provide age group lists of registered players in a timely manner at the official close of registration to the Competition Secretary to allow grading and muster days to commence without delay.
5. Implement Privacy Act regarding all membership information.
6. Provide all members' details to the Secretary to maintain the club database.
7. Arrange for a reminder email to those members from previous years, who have not renewed their membership.
8. Understand Dribl system and attend 'System Training' session(s) prior to the commencement of the season or as required by FNSW, NFA or the Club.
9. Process registrations via Dribl as required for Members (Players, Volunteers, Coaches, Managers, Committee etc).
10. 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).
11. Maintain member details as required by Dribl.
12. Assist the Club to promote and implement the self-registration option via Dribl, welcome new registrations and introduce them to the requirements of the Association.
13. Ensure that all team Coaches and Managers are registered online as volunteers through the Dribl system and assist where necessary.
14. Ensure that Member Protection Officer has a compliant Working with Children Check (WWC) and assist where necessary.
15. Be available in the weeks leading up to the Football season.

During the season

1. Provide age group lists of registered players in a timely manner at the official close of registration to the Competition Secretary to allow grading and muster days to commence without delay.
2. Provide the Committee with recommendations for improvements to membership practices for consideration prior to the Annual General Meeting.
3. Ensure that the legal responsibilities of the Club, including compliance with the Associations Incorporation Act 2009, are adhered to.
4. Assist in coordinating and participating in activities and events associated with the Club – presentation day, coaches and managers meeting, muster day.
5. Attend Committee meetings during the period of registration as stipulated.
6. Gain an understanding of the Association's policies, the Club's Constitution and By-Laws.
7. General administrative duties as required to perform the role as Registrar.
8. Liaise with members of the Committee, Treasurer, Coaches and Managers to ensure all membership fees are collected in a timely and efficient manner.
9. Provide support for Committee members, Coaches and Managers to ensure they are able to carry out their required duties in accordance with the rules of the Club.

Post season

1. Review Club processes and adjust as necessary for the upcoming year.
2. Review the list of people who have access to the Club's Dribl logins and remove access for those you no longer wish to have access through the off season and beyond.

End of year hand over

Updating key documents

At the end of each year a key activity of the Registrar is to review and revise their position description to ensure it continues to reflect the requirements of the role.

The Registrar should compile a list of people at the end of each season who have access to registration platforms and provide this list to the Committee.

Ideally the Registrar should review the registration plans for the following season and make recommendations to the Committee for any changes they suggest for next season.

The updated Position Description and supporting information must be provided to the Secretary prior to the Annual General Meeting each year.

Induction of the incoming Registrar

An important responsibility of the outgoing Registrar is to train, mentor and support the incoming Registrar and the next season's registration team.

Essential Skills and requirements

- Hold or willing to apply for a current volunteer Working With Children Check.
- An interest in the development of Football at grassroots level.
- Exceptional communication skills - Respectful and effective.
- Ability to meet deadlines and provide timely information.
- 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.
- Can communicate in an open, candid and consistent manner.
- The ability to work collaboratively.
- The ability to be able to lead by example displaying a commitment to Club's values.

The estimated time commitment required as the Registrar will vary per week depending on the requirements of the Club and the size and member base during the registration period.

Please ensure that when completing your role, you only undertake tasks outlined in your position description to avoid any confusion or doubling up in workload. If you have idle time, please feel free to offer your support and assistance to other committee members as required.

Updated: July 2023