



Sacred Heart Pymble Football Club
Position Description

TITLE:

Registrar

OBJECTIVE:

To registrar all members to be eligible to play football for SHPFC within the NSFA.

RESPONSIBILITIES / TASKS:

Implement and manage the member registration process utilising MyClubMate
Set up registration packages
Organise registration day
Communicate to club members regarding registration process, timeframes
Liaise the Age Coordinators regarding player numbers, registration issues and team formation

ESTIMATED TIME COMMITMENT:

Committee meetings and AGM. Prepare and attend: 6 x 2hrs
Set up registration packages: 6hrs
Organise and attend registration day: 10hrs
Liaison with Age Coordinators and close out of member registrations: 10hrs

Note that most of the duties are required before the season starts. Only limited duties required during regular season.
Considered as average hours per month over Jan-Mar: approx. 10 hrs per month then ad hoc time during season such as attending committee meetings.

RELATIONSHIPS:

Members: Member registration.
Age Coordinators: Team formation, player follow up
Committee: Registration numbers, team formation
NSFA: Registration issues

ACCOUNTABILITY:

President, Members, NSFA

ESSENTIAL/DESIRABLE SKILLS:

Administration skills
Organisation skills