

Berwick Junior Football Club

Arch Brown Reserve, Buchanan Road, Berwick 3806
P.O Box 183, Berwick, 3806



Subject: Job Description
Title: Registrar
Reports to: President and Executive Committee

1	Basic Functions
a)	Maintain a current and accurate database of Club Membership information for all age groups.
b)	Compliance and accountability with Club policies.

2	Specific Responsibilities
a)	To assist with the review, organisation and updating of the registration of players, in conjunction with the Club Secretary.
b)	First point of contact for players for registration enquiries.
c)	Assist to plan and coordinate pre-season registration days.
d)	To ensure the registration of players with the League.
e)	To arrange all clearances for players to and from relevant clubs.
f)	To be conversant with the League Player Points Policy (if appropriate)
g)	To compile and distribute all registration information and documentation to coaches, team managers, trainers and committee.
h)	Liaise with Treasurer with respect to registration payments and outstanding membership fees.
i)	To monitor team and player numbers.
j)	Monitor team formation in line with player points policy and club policies.
k)	Liaise with Football Operations Manager regarding player movement and team formation in line with club policies.

3	Entry Qualifications and Experience
a)	Must attend all league registrar training sessions.
b)	Must be highly organised and have the ability to communicate with all levels.
c)	Accurate record keeping.

4	Role Requirements
a)	All Committee Members must hold or willing to apply for a current volunteer "Working with Children Check"
b)	Abide by, promote and upload BJFC Code of Conduct and Policies.

Position:	Registrar	Witnessed by:	Position:	President
Name:	_____	Name:	_____	
Signed:	_____	Signed:	_____	