



Title	Registrar
Division	Executive Committee
Reports To	President
Salary Details	Nil - Volunteer Position within club

The Role

To ensure all Forrestfield Football Club (FFC) players, both Senior and Junior are registered or transferred in accordance with the league rules and regulations.

Direct Relationships:

- Assistant Registrar

Responsibilities	<ol style="list-style-type: none"> 1. Register/Transfer all new & previous players within the WAFC and PFL league guidelines 2. To follow up and liaise with team managers and coaches on non-financial members as players can't play if registration not current 3. Liaise with FFC Secretary regarding all player contact details to ensure club database is always accurate 4. Allocate & Maintain club teams within SportsTG online portal prior to season and update SportsTG and or club web site when required 5. Assist with enquiries from current and potential new players and members 6. Process & coordinate game day/team sheets with coaches & managers to the WAFC & PFL guidelines. 7. Represent FFC at WAFC and PFL formal events when required 8. Report activities and updates at committee meetings 9. Participate with the Executive Committee to create and maintain the club's overall vision, strategic goals and values. 10. Lead, contribute and guide a positive behavioural culture within the FFC 11. Assist other Committee members in their duties as required 12. Assist Executive Committee with FFC operational requirements
Hours	<ol style="list-style-type: none"> 1. Approx 5-10 hours per week
Availability	<ol style="list-style-type: none"> 1. Attend annual WAFC & PFL Registrars meeting 2. Attend monthly FFC Club General Meetings (Held second Tuesday of each month) 3. Attend FFC AGM 4. Attend Junior Games when required 5. Attend Seniors Games when required

	<ul style="list-style-type: none"> 6. Attend all major club events 7. Attend external events when required
Desirable Skillsets / Qualifications	<ul style="list-style-type: none"> 1. Well developed communication and computer skills 2. Well developed written skills 3. Be able to present to parents / participants / stakeholders 4. Well-developed organisational skills