

**Job Description Template Registrar**

**Role of the Registrar**

The role of the Club Registrar is ensure that all players are registered with the Football Federation SA (FFSA)and/or Affiliated Association following the registration process that has been outlined by the Football Federation SA. The registrar is responsible for distributing registration guidelines to all players, ensuring relevant paperwork relating to the registration process is providing to all players and ensuring a list of all registered players is maintained.

**Responsible To**

The Registrar is directly responsible to the President and overall to the club members.

**Responsibilities and Duties**

The Registrar should:

* Ensure that they are up to date with the registration process being adopted by the FFSA.
* Ensure that User Access Request is submitted to FFSA to gain access to the online registration program, myfootballclub.
* Attend all workshops relating to the registration process conducted by the governing body\*.
* In conjunction with the FFSA, provide guidelines to players on how to register.
* At trials or other relevant training sessions, distribute guidelines on how to register to players. This information may also include other club paperwork that may be required such as medical forms. All clubs are encouraged to develop a registration package for each player.
* Ensure that proof of age documents are obtained for each new player and provided to FFSA or affiliated association.
* If the player is from overseas, provide information to FFSA to gain an International Transfer Clearance (ITC). Details required, name of player, date of birth, previous club and country.
* Ensure that once players have registered, if registering online\*\*, the player’s registration is accepted using the online registration system.
* Provide reports to relevant coaches or team managers, providing details of the players that have registered.
* Provide reports to club committee members, in particular, club treasurer, outlining details of player registrations.
* Be aware of legal privacy regulations and ensure the requirements are implemented.

\*The FFSA use an online registration system called myfootballclub. Workshops are conducted with clubs prior to the commencement of each season and details are distributed to each club.

\*\*All players, except players that participate in the Senior Men’s Competition being Seniors, Reserves and Under 18s, are required to self register using the myfootballclub registration system. Players that participate in the Senior Men’s Competition are registered by the FFSA.

**Knowledge and Skills Required**

Ideally the Registrar is someone who:

* Can communicate effectively
* Well developed written and oral communication skills
* Demonstrated organisational skills, time management skills and ability to work to deadlines
* Is computer literate and is willing to learn
* Demonstrated experience in using Microsoft Office applications
* Good interpersonal skills and ability to work within a team environment
* Can maintain confidentiality
* Has good administration skills
* Has good knowledge and understanding of Football Federation SA requirements

**Estimated Time Commitment Required**

The estimated time commitment required as the Registrar is \_hours per week.

The Registrar is appointed for a period.