



Position Guidelines

Position Name: Registrar

Overall Role

Overall responsibility for player and club volunteer registration and the maintenance of registration records.

Key Duties

1. Organises sign-on day (with assistance of Executive Committee).
2. Collects Club membership details and enters details onto Excel spreadsheet. Disseminates information to relevant Committee members (e.g. email addresses to Secretary/President)
3. Enters and manages registrations on MyFootballClub website. Updates details (e.g. change of address) on Results Vault (Football Brisbane website). Updates club packages on MyFootballClub as agreed upon by the Executive Committee.
4. Organises and manages both player and Club Volunteer registrations (ie. coaches, managers, other position holders) on MyFootballClub.
5. Collects Blue Card – Working with Children – details from Club Volunteers and/or organizes submission of applications for same.
6. Provides updates to Executive Committee on registration numbers during sign-on period and provides player lists to Team Selection Panel for the team selection process. (NB Registrar is a member of the Team Selection Panel).
7. Liaises with Team Selection Panel regarding ineligible registrations and team configuration issues (e.g. playing up in an older team) and assists to resolve the issue as required.
8. Liaises with Executive Committee and other club volunteer position holders as required.
9. Ensures team lists are accurate for Team Announcement Day.
10. Attends committee meetings as required (mostly needed at the beginning of the season).
11. Liaises with Executive Committee (esp. Treasurer & Team Liaison Officer) regarding late and/or incomplete registrations (e.g. payments not received or birth certificate not sighted). Follows up as required.
12. Ensures paperwork is compliant with Football Brisbane requirements and that deadlines are met for registrations (esp. coach/manager registration).
13. Familiarises with policies, guidelines and rules of Club and affiliated bodies (i.e. Football Brisbane, Football QLD, and FFA), especially the Club's Registration & Team Selection Guidelines and Football Brisbane's Player Age Policy.
14. Liaise with Team Liaison Officer prior to Team Photo Day to provide current list of players (for spell-check and confirmation). Provide a list of 5-year medal recipients to Team Liaison Officer.
15. Maintain strict confidentiality in Club records and private Club affairs. (NB Club data **must not** be used for any other purpose other than club-related matters. All paperwork kept must be stored appropriately and securely.

Paperwork that is not kept must be disposed of appropriately (e.g. shredded if containing club logo, names, contact or other personal details).

Guidance Notes

Football Brisbane usually run a workshop in November/December for Registrars to attend – covers registration procedures and computer data entry training.

5-year medal recipients- does not have to be 5 consecutive years (ie can be 5 years in total with seasons skipped), however, records have only been computerized in the last few years so the best way to check is to look at previous year's club team photos (which can be found in filing cabinet in canteen storeroom). An email can also be sent around to the older teams for players to nominate themselves for one (which can then be checked against records).

Be very familiar with Club's Registration & Team Selection Guideline and Football Brisbane's Player Age Policy as it will help to guide the Team Selection Panel.

In 2011, for the first time, individuals were allowed to nominated one child who they would like to be in the same team as his/her child. It is important that people realize that it is a very difficult task formulating teams on registration numbers that are not always evenly distributed among the age groups and that the Club will make its best effort to accommodate people's wishes where possible and feasible.

Useful Contacts

President:	PH:
Vice President:	PH:
Treasurer:	PH:
Team Liaison Officer:	PH:

2010/2011 Registrar: Caroline Oertel	MOB: 0423 172 554
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Email address: registrar@dayborodingoes.com.au