



TEA TREE GULLY CITY SOCCER CLUB

POSITION DESCRIPTION –

JUNIOR REGISTRAR

Version 1.0, January 2022

The role of the Junior Registrar is to supervise and be responsible for the proper registration of all junior players within a club. This involves all elements of the registration process, including the proper recording of individual details.

The Junior Registrar is expected to have good planning and organisation skills and should be able to communicate with a wide range of people. One of the main duties of the Junior Registrar involves developing and preparing team lists.

RESPONSIBILITIES

The Junior Registrar is responsible for the registration of all junior players in the club including:

- Obtain photographs as required for each new player and current players requiring new photographs
- Complete documentation for each player as required by the Junior League
- Prepare a list of players for each age group for distribution to team coaches
- Complete transfer forms as required and authorise the transfer on the Club's behalf
- Collect player photo ID cards at the end of each season
- Have a good working knowledge of Club's Rules and Regulations
- Keep Club committee informed of the status of registrations at all times
- Be aware of legal privacy regulations and ensure the requirements are implemented
- Coordinate annual team photographs
- Assist with Junior presentation day arrangements
- Maintain a "Years of Service" register
- Assist Coaches/Parents with resolution of issues that may arise
- Liaise with the Secretary with any complaints (strictly confidential)
- Assist other committee members as required by the Committee
- Perform other duties as required by the Committee

REQUIREMENTS

The Junior Registrar is expected to:

- Act in the best interest of the members at all times
- Attend all Committee meetings
- Undertake the role in good faith and honesty

If at any stage the Junior Registrar becomes aware of a personal conflict of interest, real or perceived between themselves and the club, they should immediately notify the Club Chairperson of the conflict who will immediately inform all other committee members.

DESIRABLE ATTRIBUTES

The Junior Registrar should:

- be organised
- have computer skills



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-
- be a good communicator
 - be able to keep confidential matters confidential

ADMINISTRATION

This document is administered by the Tea Tree Gully City Soccer Club Committee and will be reviewed every two years and updated where applicable.

Version History

Version	Date	Description	Next Review Date
1.0	6 June 2022	Adopted and endorsed by Committee	June 2024