



TEA TREE GULLY CITY SOCCER CLUB

POSITION DESCRIPTION –

SENIOR REGISTRAR

Version 1.0, January 2022

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

The Senior Registrar is expected to have good planning and organisation skills and should be able to communicate with a wide range of people.

RESPONSIBILITIES

The Senior Registrar is responsible for ensuring the registration of all senior players in the club including:

- Communicating all registration details and requirements to players and coaches
- Complete any relevant documentation as required by SAASL
- Liaise with players and clubs as required for authorised transfers on the Club's behalf
- 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
- Assist with Senior presentation night arrangements
- 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 Senior 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 Senior 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 Senior Registrar should:

- be organised
- have computer skills
- 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.



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Version History

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