



Assistant Registrar – Seniors

Volunteer Committee Position Description

Reports To

Lead Registrar

Works Closely With

Lead Registrar, Coaching Coordinator – Seniors, Treasurer

PURPOSE OF THE ROLE

Manage registrations for all senior players, coaches, and team managers — ensuring every senior participant is correctly registered and eligible before the season begins and throughout the year.

KEY RESPONSIBILITIES

- Process all senior player, coach, and team manager registrations through PlayFootball
- Respond to registration enquiries from senior players, coaches, and managers
- Ensure senior participants have completed all required documentation
- Coordinate with the Coaching Coordinator – Seniors to confirm final team lists ahead of the season
- Process senior player clearances and transfers as required
- Attend to late registrations and in-season changes for senior teams
- Report any issues or escalations to the Lead Registrar
- Maintain accurate records of all senior registrations

TIME COMMITMENT

 6–10 hours/month during registration season; 1–2 hours/month during season

People Management

N/A

Budget Management

N/A

SKILLS & EXPERIENCE (HELPFUL, NOT REQUIRED)

- Hold or willing to obtain a current volunteer Working With Children Check (WWCC) — essential
- Comfortable with PlayFootball or similar online systems
- Organised and detail-oriented
- Reliable and responsive during peak registration periods

Essential Requirements

This role requires a current Working With Children Check (WWCC) — or willingness to obtain one prior to commencing the role. The ordinary hours of this volunteer role can include weekends and evenings.



End-of-Year Handover

At the end of each season, the outgoing role-holder is responsible for: (1) reviewing and updating this position description to ensure it reflects how the role has evolved; (2) submitting the updated PD to the Secretary prior to the AGM; (3) participating in handover with their successor — sharing key contacts, documents, passwords, and institutional knowledge to ensure continuity for the club.

You'd be great for this if...

You're already connected to the senior program and want to make a practical contribution behind the scenes. You're reliable, patient with people, and don't mind the admin side of things.

