



Lead Registrar

Volunteer Committee Position Description



Reports To

Secretary



Works Closely With

Assistant Registrars (Seniors, Juniors, MiniRoos), Treasurer, Lead Coaching Coordinator, Newcastle Football, MPO

PURPOSE OF THE ROLE

The Lead Registrar oversees the club's entire registration process — ensuring every player, coach, and team manager is correctly registered and eligible before they set foot on a field. You'll manage and support the three Assistant Registrars and be the final point of accountability for all registration compliance.

KEY RESPONSIBILITIES

- Create and maintain a self-registration guide for members to assist with the registration process
- Set up membership registration packages for all members across all age groups Including packages for Coaches, Managers, Volunteers and Committee Members
- Oversee and monitor all player, coach, and team manager registrations through PlayFootball
- Manage and support the three Assistant Registrars, ensuring consistency across age groups
- Be the first point of contact for all complex registration queries, de-registrations, and registration problems
- Monitor coach and team manager registrations through PlayFootball to confirm WWCC submissions are recorded — advise the MPO of any outstanding or unverified submissions
- Work with coaching coordinators to ensure all coaches and managers meet team sheet and registration compliance
- Work with coaching coordinators to ensure players are correctly allocated to team sheets within competition management platforms
- Support ITC (international transfer certificate) registrations if required
- Support players with insurance and injury paperwork
- Support players applying for dispensation
- Process player clearances and transfers in line with Newcastle Football requirements
- Liaise with the Treasurer regarding registration fee collection and any payment plan arrangements
- Provide registration data, trends, and analysis to the committee as requested
- Compile and submit required registration reports to Newcastle Football and the committee
- Attend Newcastle Football or association registration training if required
- Ensure club contact information is up to date across all platforms
- Act as the first point of contact with the association or member federation registration team, competitions, and finance
- Ensure the club meets all registration deadlines set by Newcastle Football

TIME COMMITMENT



10–15 hours/month during registration season; 3–5 hours/month during season



People Management

Yes — manages and supports three Assistant Registrars



Budget Management

Supporting role in relation to registration fees

SKILLS & EXPERIENCE (HELPFUL, NOT REQUIRED)

- Hold or willing to obtain a current volunteer Working With Children Check (WWCC) — essential
- Previous experience in a coordinator role in a not-for-profit or volunteer-based organisation is preferable

- Knowledge of Newcastle Football rules, regulations, and registration requirements
- Strong experience with PlayFootball or similar online registration systems
- Computer literacy and proficiency in Microsoft Office suite
- Good data analysis and Excel skills
- Strong written and verbal communication skills
- Ability to meet deadlines and work under pressure
- Report writing skills

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 the kind of person who takes ownership and makes sure nothing gets missed.
You're comfortable managing a small team, confident with online systems, and you don't let a deadline slip past you.*