



Assistant Registrar – Juniors

Volunteer Committee Position Description



Reports To

Lead Registrar



Works Closely With

Lead Registrar, Coaching Coordinator – Juniors, Treasurer

PURPOSE OF THE ROLE

Manage registrations for all junior players, coaches, and team managers — making sure every child in our junior competition is correctly registered, documented, and eligible to play.

KEY RESPONSIBILITIES

- Process all junior player, coach, and team manager registrations through PlayFootball
- Respond to registration enquiries from junior players' families and team officials
- Ensure junior participants have completed all required documentation
- Coordinate with the Coaching Coordinator – Juniors to confirm final team lists ahead of the season
- Process junior player clearances and transfers as required
- Attend to late registrations and in-season changes for junior teams
- Report any issues or escalations to the Lead Registrar
- Maintain accurate records of all junior 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
- Patient and friendly when dealing with parents and families



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 a junior football parent who wants to give something back and is comfortable with a bit of admin. You're approachable, reliable, and understand that getting registrations right matters for every kid on the field.