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## EXECUTIVE COMMITTEE

## POSITION DESCRIPTION

### *Position Title*

#### **Albury Wodonga Football Association Registrar**

#### **OBJECTIVE:**

To manage and administer the association membership in an effective and efficient manner. As, Registrar, ensure that all players are registered with the Association and are eligible to participate in the relevant competitions. The registrar will be required to implement the registration process that has been implemented by the Football Australia. The Registrar is responsible for distributing registration guidelines to all clubs, maintaining records of all registered players and volunteers and providing these details to relevant people within the Association.

#### **RESPONSIBILITIES:**

- Ensure that the registration process adopted by the AWFA is implemented. AWFA to use the national player registration database system.
- Develop an understanding of the national player registration database system and attend the required training workshops at the beginning of the season.
- Provide self-registration guidelines to clubs on how to register players and volunteers. AWFA will provide this information on an annual basis.
- In conjunction with the Treasurer, establish the AWFA Fee component for all playing Levels under FNSW and FV.
- In conjunction with the Recorder develop the Seasons Competition Draws and administer the Game Day application for all competitions.
- Set up Terms and conditions and additional questions sections in the national player registration database system as required.
- Provide assistance to clubs where required in establishing registration package that includes the FV/FNSW/FA fees, association fee and club fees.
- Process registrations, Cancellations, deregistration's via the national player registration database system for players and volunteers,
- Process any ITC requests.
- Provide reports to the AWFA Treasurer on the number of registrations for the purpose of invoicing the clubs.
- Liaise with High performance Member to ensure all AWFA representative players, Coaches and Team Managers are registered to participate in State and Country Championships/Tournaments.
- Have a good working knowledge of the Association's Rules and Regulations.
- Liaise with Football Australia, Football New South Wales and Football Victoria as required.
- Be aware of legal privacy regulations and ensure the requirements are implemented regarding all membership information.
- Manage the competitions and tournaments efficiently and effectively from the generation of fixtures, entry of match results and automatic generation of ladders/tables using Gameday.

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**RELATIONSHIPS:**

- The Registrar reports to the President and Executive Committee.
- Liaises with FNSW and FV Registration Team, Competitions and Finance Department.
- Will have a close working relationship with club Registrars.

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**ACCOUNTABILITY:**

- The Registrar is accountable to the President and Executive Committee.

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**ESSENTIAL SKILLS:**

- Computer literate in the various Microsoft applications.
- An understanding of a web base application for Competition Management
- Good communication skills.
- Committed to developing and improving processes.
- Well organized and able to work under pressure, especially at the beginning of the season.
- Financial skills/knowledge.
- Report writing skills for General Committee reports.
- Preparedness to work weekends and non-traditional hours as required

**Estimated Time Commitment Required**

The estimated time commitment required as the Registrar is an average of 10 hours per week. This will be increased at the beginning of the season.