



NPSC Executive Committee – Registrar J League

Reports To:	Executive Committee, Players and Members of NPSC
Job Inductor:	Amanda Toynton
Purpose of Role:	Ensure players and team officials U6 through U11 are registered with FFV and FFA as per their regulations and ensure payments are collected in full from all registered players and information kept up to date.
Key Tasks and Responsibilities:	
Forms, payment and Club database -	<ul style="list-style-type: none"> ▪ Ensure paperwork is completed for each player, date of birth verified and registration paid for by the due date (determined by committee). ▪ Distribute instructions and encourage all players to register online with <i>MyFootballClub</i> and present invoices to register. ▪ Attend training wherever possible in the first month leading up to and 2 weeks after season commencement to process registrations. <p><i>Provide each coach before first and second games with a print out showing players who are fully registered (vital for insurance coverage)</i></p> <ul style="list-style-type: none"> ▪ Throughout the season it is very important that member details, especially email addresses and phone numbers, are kept up to date in the <i>MyFootballClub</i> system. Encourage members to do this online themselves. ▪ Send lists to coaches and ask for confirmation of players still involved in the club and to highlight any inactive members which must be brought to the attention of the Club Rostering Manager.
Email Addresses-	<ul style="list-style-type: none"> ▪ Throughout season, download the latest names, phone numbers and email addresses from <i>MyFootballClub</i> and distribute to Secretary, Publicity Officer or coaches as required.
MyFootballClub administration-	<ul style="list-style-type: none"> ▪ Liaise with J League Registrar and Secretary to perform all <i>MyFootballClub</i> online functions as necessary on behalf of NPSC at http://www.footballfedvic.com.au/content.aspx?file=7250 20787t ▪ Ensure people who are no longer playing are removed by the cut off date (to be advised by FFV). Process player transfers
Compliance -	<ul style="list-style-type: none"> ▪ Maintain compliance with FFV <i>Registration Regulations</i>.
Experience and / or Qualifications:	<ul style="list-style-type: none"> ▪ Ability to use computers, especially e-mail and database software. ▪ Good interpersonal and organizational skills.
Desirable Personal Qualities:	<ul style="list-style-type: none"> ▪ Patience! ▪ Energy and enthusiasm.
Timing:	
Approx hours pw	2 at start of season, 1 or less thereafter
Frequency of work (mainly in season)	Committee meetings at start of season then as required, AGM, training attendance for month prior to and two weeks after season commencement. Regular maintenance of MyFootballClub.
Length of commitment	One year elected at AGM