



**NATIONAL CLUB  
ACCREDITATION SCHEME**

## **Myrtleford Savoy Soccer Club Position Description – Registrar/Administrator**

### **JOB TITLE:**

Registrar / Administrator

### **OBJECTIVE:**

To manage and administer the club's membership in an effective and efficient manner. This includes close liaison with the Club Treasurer, AWFA Registrar & Recorder, Football Federation Victoria through the MyFootballClub database system. [www.myfootballclub.com.au](http://www.myfootballclub.com.au)

### **RESPONSIBILITIES:**

- Develop and maintain strategies for the ongoing expansion of the membership base of the club.
- Develop proposal for membership fees and arrangements for the ensuing season for consideration by the General Committee.
- Liaise with team coaches and team managers to ensure all membership fees are collected in a timely and efficient manner.
- Provide the committee with recommendations for improvements to membership practices for consideration prior to the Annual General Meeting.
- Provide membership packages to all members, including life members.
- Provide all members' details to the Secretary/Treasurer to maintain the club database by activating them as administrators in My Football club.
- Follow up with a reminder letter to those members from previous years, who have not renewed their membership.
- Understand FFV MyFootballClub and AWFA system and attend 'System Training' session at the beginning of the season or as required by FFV or the club.
- Liaise with FFV as required to keep accurate club contact details (President, Secretary, Treasurer) using the MyFootballClub system.
- Implement Privacy Act regarding all membership information.
- Assist the club and FFV to promote and implement the self-registration option via MyFootballClub.
- Check club email address on a daily basis for updated Registration information.
- Process registrations via MyFootballClub as required for members (players, volunteers, coaches etc).
- Maintain member details as required by MyFootballClub.
- Complete Canteen Roster and send out to team mangers prior to season start.
- Audit and replace items such as first aid, team kits, game balls (2) in team bags at start/end of season, or as requested.
- Collect, check and send team sheets to AWFA registrar after each home game before 6pm. (Fines are in place).

**Myrtleford Savoy Soccer Club**

PO Box 216

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[www.myrtleford soccer.com.au](http://www.myrtleford soccer.com.au)

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**RELATIONSHIPS:**

- The Registrar/Administrator reports to the President, Secretary, Treasurer and General Committee.
- Liaises with AWFA Registrar and Resources, FFV Registration Team, Competitions Department and Finance Team.
- Will have a close relationship with team coaches and team managers.

**ACCOUNTABILITY:**

- The Registrar/Administrator is accountable to the President, Secretary and Treasurer.

The estimated time commitment required as the Registrar/Administrator is up to 2 hours per week. This will be increased at the beginning of the season.

**ESSENTIAL SKILLS:**

- Computer literate in the various Microsoft applications.
- Good communication skills.
- Passionate about the club and dedicated to improving club practices.
- Well organised and able to work under pressure, especially at the beginning of the season.
- Financial skills/knowledge.
- Report writing skills for General Committee reports.
- Knowledge of the club membership packages and external requirements (FFV membership fees etc).

