# COMMUNITY CLUB REGISTRAR

The Club registrar plays a crucial role in managing the membership lifecycle, maintaining accurate records, ensuring compliance, and facilitating smooth communication between the club and its members.

## Responsible to

A Club Registrar is directly responsible to the Club President and the members of the club.

## Responsibilities

The Registrar should:

- Plan and manage sign on days
- Maintain accurate and up-to-date records of club members
- Facilitate the registration and renewal process for club members (players, team staff, volunteers)
- Manage transfers/clearances
- Have a good understanding of Local League rules regarding player transfers
- Ensure all membership fees are paid
- Serve as a point of contact for prospective members, providing information about membership benefits, requirements, and any necessary application procedures
- Manage the club's membership database or system, ensuring that information is secure, accessible, and regularly updated
- Prepare reports on membership statistics, trends, and demographics for club leadership or committees, as needed
- Handle enquiries and requests from current members regarding their membership status
- Work closely with other club committee members, such as the Treasurer for membership fee collection or the Secretary for member communications
- Collaborate on marketing opportunities for member recruitment
- Ensure that the Member Protection and Child Safeguarding policies are adhered to
- Inspire and motivate others to actively participate and contribute to the club's success
- Work with the Secretary to ensure that all the club and participant insurance requirements are met
- Maintain Blue Card register
- Provide support to Team Managers

## Initial Duties

- Obtain access to MySideline
- Complete the MySideline Training
- Complete the following online courses:
  - Child Safety – Patrons Of The Game
  - Complaints Handling In Sport

## Governance & Knowledge

- Ensure that the club complies with any legal or regulatory requirements related to membership, such as data privacy laws or specific organisational rules
- Ensure that original copies of birth certificates and other proof of age documents are available for new registrations
- Ensure that current photos of all members are attached to their profile on MySideline
- Liaise with the Club Treasurer to ensure that registration fees are received
- Keep abreast of any changes to MySideline and Tidy HQ - implement them as necessary, within club

## Meetings & Communication

- Provide regular membership reports to Club Executive and Committee

## Estimated Time Commitment Required

The estimated time commitment as the Club Registrar is 8-10 hours per week