



REGISTRATION SECRETARY - SENIORS

Goal Statement:

The Registration Secretary - Seniors oversees the effective and efficient delivery of the senior registrations within the club to ensure optimal enjoyment and success for its members.

Objectives:

- Ensure that registration systems are adhered by throughout the Club
- Provide administrative support to the Executive and Committee members to ensure the efficient operation of the Club

Responsibilities:

- Attend the NFL registration meeting (held annually)
- Player registration and assist the Memberships – Seniors with payments of fees
- Ensure all players (new and existing) complete all registration requirements, including transfers where applicable as required by the VFL and NFNL by-laws
- Arrange player clearances / permits in consultation with the Executive Committee
- Confirm all players have registered prior to playing
- Register new players throughout the year
- Maintain an up to date player database
- Assist other committee members with BlueQ
- Liaise with all team managers within the Club to ensure the registration and online database systems and procedures are communicated and understood
- Act in the best interests of the Club at League or Delegates Meetings when required to attend
- Uphold and actively promote club values throughout the Club as a whole
- Undertake tasks at the request of the President, Executive or General Committee with Executive, Committee, Senior and Junior Teams of the Club
- Be committed to and identify any opportunities to further grow the DCWFC and its members into the future
- Seek ratification from the appropriate committee member prior to committing the Club to any financial expenditure or action
- Provide feedback to the Committee at the end of season on improvement opportunities

Relationships:

- This position will liaise with associated stakeholders, including but not limited to AFL, VFL, NFNL
- This position will liaise with and have regular communication with coaches, managers, committee members and players

Qualifications:

- Working With Children’s Check

Accountability:

- The Registration Secretary - Seniors is accountable to the Club President and general committee

Committee Member Name: _____

Committee Member Signature: _____ **Date:** _____