



www.lnjsa.com

Job Title: Registrar

Reports to: LNJSA Executive Committee

Assists: Club Delegates

Key Responsibilities and Duties :

- As Registrar for LNJSA the primary role is to liaise with the LNJSA Executive regarding fee structures for the upcoming season and set up fee packages via the online portal.

Packages include;

- Miniros 5-11yrs
 - Miniros 12yrs
 - FIFA 13-15yrs
 - FIFA 16-18yrs
 - Development Squad
 - Coaches, Team Managers and Volunteers
 - Country Week
- You may also be required to liaise with Football West regarding Governing Body fees for the upcoming season and any registration queries.
 - Play Football is our current online registration portal provider whom you may also be required to phone or email for support, or direct Club and parent enquiries to should you be unable to assist with more complicated support issues.
 - You are also responsible for assisting the Club Registrars to create and migrate packages via the online portal.
 - In the lead up to Country Week, assistance with trial registrations may be required, in addition to final selection registrations, photo upload and confirmation of player details before being able to attend Country Week.
 - As an LNJSA Representative you are required to assist with Gala Day at the beginning of each season and attend events throughout the season to promote the sport and support any fundraising initiatives.

End of year hand over

Updating key documents

At the end of each year a key activity of the Registrar will be to review and revise their position description and any other policies and procedures for which they are responsible to ensure it they continue to reflect the requirements of the role. The updated Position Description and other documents must be provided to the LNJSA Secretary prior to the Annual General Meeting each year.



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Induction of the incoming Registrar

An important responsibility of outgoing Registrar is to train, mentor and support the incoming Registrar. This 'handover' period typically would be during the two months following the end of the season (31st October).

Remuneration:

This position attracts a one-off payment which will be paid following approval by the LNJSA Committee before the end of the Financial year (ie. 31st October).