Team Registration Secretary

(note, this may be combined with the Team Secretary role, or be an additional volunteer role in the team)

Role Description

The main purpose of this job is that of principal responsibility for registering all players in your team. You provides the main point of contact for people within and outside the Club on any registration related matters relating to your team.

Your point of contact on the committee is the Club Secretary

Commitment

Up to 1 hours per week and attending meetings at weekends and evening. Attendance at Coach Meetings and Committee Meetings

Responsibilities

1. Keep list of all registered players on your team & games the players have played in.
2. Keep your team's registrations upto date on the FA and Club database
3. Deals with player transfers related to your team.

Essential Skills & Character	Desirable Skills
1. Enthusiastic and well organised. 2. An eye for detail and administration 3. Good communicator (inc email) 4. Computer-literate and confident learning new online systems. 5. Dedicated club person. 6. Honest and trustworthy.	1. Management Experience

Accreditation Criteria						
In date FA CRC	Safeguarding Children Course (valid for 2 Years)	Safeguarding Children for Committee Members	Introduction to First Aid in Football (Valid for 3 years)	Welfare Officer's Course	Playmaker course	Introduction to Coaching Football
Nothing required						