

Club Registrations Officer – Committee Member

Role Description

The purpose of this role is to support the Secretary of the club.

The secretary and their assistants provide the main point of contact for people within and outside the club on just about every aspect of the club's activities.

Role can be split between Adult and Youth

Commitment

Approximately 2 hours per week except mid-end of May to September when it can be very busy due to deadline dates with Leagues.

Attendance at monthly committee meetings

Attendance at the AGM

Responsibilities

1. Liaise with Team Managers on a regular basis
2. Ensure Player Registrations are completed accurately and submitted to Leagues by the deadline dates
3. Player Transfers
4. Player Deregistration's

Constraints

1. Use of PC/Laptop, working in the FA Whole Game System (online platform).

Accreditation Criteria

1. CRC
2. Committee safeguarding certificate