

Junior Registrar & Assistant

ROLE INFORMATION	
1 Junior Registrar & 1 Assistant	
Purpose	<p>The Role of Junior Registrar will aid the Executive Registrar in ensuring all junior registrations are complete and correct.</p> <p>Following up on outstanding actionables such as photos, incorrect information and team movements.</p>
Responsibilities	<p>Primary responsibilities for the role of Junior Registrar</p> <ul style="list-style-type: none"> • Helping the executive registrar with getting all the junior players registered with the correct league and ensuring they are correctly mapped to the right teams • Fixing up any issues and errors with their registrations • Ensuring all required documentation for players and coaches is collected and stored with relevant club files • Week to week player movements and suspensions are managed
Report to	You will report directly to the Executive Registrar and aid them with any required additional tasks focused on the seniors.
Decisions to be made	You will be able to action all parts of player registrations from within the club, chase up all required parts of registrations and discuss with players what is needing to be done for their registration.
Working Hours 5 - 10 Hours a week – in pre-season to ensure all registrations are completed and lodged in time 1 – 3 Hours a week – during the season <ul style="list-style-type: none"> • Setting up the player registrations at the start of the season is the difficult part but with more hands will make this task alot easier and quicker process to complete. • Once the season is underway its just managing player suspensions and player movements between teams which can be done remotely and quickly. 	
EXPERIENCE AND CAPABILITIES	
Qualifications and Experience	<p>No experience is required for this role but someone who is tech savvy and is able to use Dribl effectively and manage Excel spreadsheets.</p> <p>Being able to communicate effectively to player in person or via message is key</p>