



DIAMOND CREEK  
JUNIOR FOOTBALL CLUB

# Registrations Secretary Position Description

## **Goal Statement:**

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

## **Objectives:**

- Ensure that registration systems are adhered to 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 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
- 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
- Be committed to and identify any opportunities to further grow the DCJFC 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 is accountable to the Club President and general committee