



# Canning City Soccer Club

## **Position Description – Club Registrar**

The Role between	Arranges the players and families rosters. Communicates emails the Club, Coaches, Team Managers and Families.
Communication	All emails are sent and received using the Club's Gmail account; Username <a href="mailto:ccscregistrar@gmail.com">ccscregistrar@gmail.com</a>
Responsibilities	<p>Promote the Club's Values.</p> <p>Manage the Club's online registration system via FootballWest website.</p> <p>Set the Club's registration fees as per the Committees annual fee structure.</p> <p>Keep accurate record of all membership registrations and payments.</p> <p>Circulate age group registration details to Age Group Coordinators.</p> <p>Allocate registered players into teams based on Age Group instructions.</p> <p>Distribute player team lists to Age Groups.</p> <p>Ensure player photos meet FootballWest requirements.</p> <p>Inform Club families towards Department of Sport and Recreation Kidsport program.</p> <p>Manage Kidsport voucher receipts, invoice claims from Councils and reimbursements to family applicants with the Club's Treasurer.</p>