



Position Description – Registrar

Melbourne University Futsal Club

1. Position Title

Registrar

2. Objective

To manage and maintain accurate records of the Club. This includes members, coaches, and volunteer registrations.

The registrar ensures compliance with Football Victoria (or other external competitions), Melbourne University Sport, and Club requirements outlined in Club Policy and Procedure. The Registrar plays a key role in the administration of the club by overseeing membership processes and supporting smooth competition entry and external obligations.

3. Responsibilities

- Manage the registration of players, teams, coaches, referees, and volunteers in line with governing body requirements.
- Ensure all participants are correctly registered in accordance with club processes.
- Maintain accurate and up-to-date records of all members in the agreed club systems.
- Monitor player eligibility and ineligibility.
- Act as the main point of contact for registration queries from students, members, and coaches.
- Liaise with the Marketing Director to ensure communication of registration deadlines and requirements.
- Provide regular reports to the committee on membership numbers and compliance.

4. Relationships

- The Registrar will need to work closely with the Competition Director for team entries and subsequent player registrations.
- The Registrar will need to work closely with the Futsal Director and Team Manager for team registrations.
- Support the Treasurer by reconciling registration fees with membership records.

5. Accountability

- The Registrar reports to the Secretary.



6. Skill

6.1. Essential Skills

- Ensures accuracy in records and compliance.
- Able to manage deadlines and large volumes of data.
- Approachable and clear when dealing with members and officials.
- Handles personal information responsibly, maintaining confidentiality and privacy.
- Comfortable using online registration systems, platforms and spreadsheets.
- Consistent and dependable in meeting deadlines.
- Understanding of Club Policy and Procedures.

6.2. Desirable Skills

- Previous record-keeping skills
- Familiarity with SharePoint, Play Football, GameDay or similar.
- Problem-solving skills.