



C6 – Role Description – Assistant Registrar

Mundaring Junior Football club is a community based club which promotes and encourages Australian Rules Football for girls and boys from Auskick up to year 6.

With the help from volunteers in official and non-official roles, we aim to provide a safe and fun environment for boys and girls to participate and learn the game of Australian Rules Football.

General Purpose of Role

The key purpose of this role is to assist the senior registrar with the registration of all player's within the club. This role requires active involvement in the club to ensure the success and growth of the MJFC.

Key Specifics of Role

- Attend club committee meetings and provide input to relevant topics
- Maintain correct Player details within Sporting Pulse, and communicate Team information (Name, Parent details, medical info) to Coaches and Team Managers
- Communicate with Coaches and Team Managers
- Generate team sheets, within Sporting Pulse
- Attend Registration Day
- Liaise with Swan Districts Registrar
- Communication with Treasurer and Team Mangers with regards to outstanding fees
- Keep Club committee informed of the status of registrations at all times
- Liaise with new and existing registered players,
- Attend to any enquires regarding Registrations for both Auskick and Juniors

Additional Responsibilities

- Communicate with Team Managers in relation to Game day responsibilities and record keeping
- Forward Team Managers Roles and Responsibilities and promote role before season starts.