

Onslow Junior Football Club
Registrations Coordinator - Job Description



The Registration Coordinator is elected annually at the OJFC AGM, is an officer of the Club and a member of the Committee.

Requirements

- Excellent communication skills
- Well organised
- Strong attention to detail
- Comfortable with specialist online systems such as ClubHub and COMET, as well as Google docs and sheets
- Ability to maintain confidentiality on relevant matters

Responsibilities and Tasks

- In conjunction with the communications coordinator, runs the initial email comms for pre-registration
- Set up advertising boards in the pre-registration period in conjunction with the council
- Set up and maintain the season in ClubHub, the club's membership database (dates, fees, grades and teams)
- Ensure club teams are registered with NZF/Capital Football in COMET
- Ensure ClubHub and COMET are synchronised for player registration
- Closely liaise with treasurer around subscriptions and refunds
- Liaise with Grade Coordinators regarding registrations, especially late registrations
- Liaise with other organisations such as Capital Football, NZ Football and other clubs around registrations matters
- Act as technical liaison for ClubHub and COMET
- Answer member queries on registration issues
- Manages the transfer process for players moving to or from the club
- Attend committee meetings, generally monthly during the season
- Provide ad-hoc membership data to committee members to facilitate special events such as trials, photo day and prize-giving

