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# Registration Secretary (Committee)

## Role Description

To co-­‐ordinate the registration of all players, ensuring the correct paperwork is processed and all fees are paid

## Commitment

Approximately 3 hours a week for 4 weeks (pre-­season) and approximately 2 hours a month during the season

## Responsibilities

1. To ensure all players are correctly registered with Middleton Park Football Club.
2. To ensure all players are registered on the Club’s database and the database is regularly maintained for accuracy.
3. To ensure all players are correctly registered with the relevant league.
4. To ensure all fees are paid in full and agree exceptions with the Treasurer.
5. To ensure all fees / subscriptions are paid into the nominated bank account as directed by the Treasurer.
6. Responsible for de-registering and transfer of players
7. Liaise with the clubs treasurer and committee.
8. Any other registration tasks.

## Constraints

1. None

## Accreditation Criteria

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| DBS | Safeguarding  Children | First Aid | Club  Welfare | FA Level  1 | FA Level  2 | FA Youth  Module | Licenced  Coach | Other |
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