CCFC REGISTRAR – SUMMARY OF ROLE

Reports to EC - President

Registrar - Main Duties:

- Set up Play Football pre-season
- Approving registrations after various checks in Playfootball system
- Working with Age Coordinators to confirm players in teams, number of spots in age group etc and other paperwork needed for new players etc
- Collecting ID for all new U12/W12 players plus anyone else who has not had ID sighted in Dribl
- Ensuring all players U12 and over have a recent photo in Dribl and chasing them for a new one if they don't
- Chasing up MWFA registration forms for anyone who did not play the previous year
- Merging FFA numbers when players create a new one (approx 250 of these in 2026, down from around 400 in 2025)
- Organising paperwork for applications to play up, play down or International Transfer Certificates
- Getting players approved for the matchsheet when they register after season starts
- Assisting players/parents when they are having trouble registering
- WPL1/AL1 squads - working with Team Managers/Coach to get each player registered in line with MWFA guidelines
- Checking Coach and Manager rego's and ensuring WWC valid (via WWC Register)
- Working with Sue and Vinny - for overall review of Youth and Senior teams
- Keeping tabs on player numbers and working with Sue to close registrations when age groups are full
- Contact with MWFA regards Playfootball issues, MWFA Deadlines requirements for information in Dribl
- Setting up Dribl with Team Shells and providing grading reports for MWFA

Timing:

- Few hours in December setting up system with CCFC part of the registration package for each age group
- Mid January to Mid February - very busy - around 15-20 hours per week processing registrations, achieving MWFA deadlines for players approved/in Dribl
- Mid Feb to Mid March - very busy (collecting ID, MWFA, photos and approving registrations) around 25 hours per week

- March to Jun - max 3-4 hours per week

Challenges of the role:

- Achieving MWFA deadlines for:
    - Confirming teams required for season (having enough players registered to request the team - minimum 11) - Senior teams
    - Grading for Youth and MiniRoos - confirming divisions
    - Coaches and Managers to register in PF with WWWC - meeting minimum requirements and deadline to ensure teams can play in first round

Would suit person possibly with older children, works part time or not at all and who is keen to become part of the CCFC Committee.

Honorarium $5k