



MORPETH TOWN JUNIORS

ROLE DESCRIPTION

MEMBERSHIP & REGISTRATION SECRETARY

Purpose of the Position

The main purpose of the job is that of maintaining a close record of player registrations, both with the league to ensure playing eligibility and club membership via the club's chosen membership database. The role ensures players are correctly registered to play and to ensure members are properly subscribed to the club.

Responsibilities & Duties

General

- A passion for child sports & grassroots football.
- Always place children's welfare first, escalate any concerns to the Club Welfare officer.
- Operate within the rules and spirit of the club's constitution, code of conduct and active policies.
- Consistently behave as a positive role model, gaining the respect and trust of the children's parents and people you work with.
- Work proactively with other club officials to develop a first class club.
- Promote the club's policies and those of the FA.
- Be an elected member of the clubs Executive Committee.

Role Specific

- Maintain an overview of players registered to play for the club by reconciling the data on FA Whole Game (or equivalent) against club membership database. Note, individual team coaches will have responsibility for registering their players on FA Whole Game, although some guidance may be required for coaches new to the role.
- Be main administrator of the club's membership database.
- Ensure all players (either playing or training only members) are correctly registered with the club at the correct subscription.
- Chase any outstanding memberships (individual team coaches will have responsibility for distributing membership registration information to their squad members).
- Monitor payment receipts and chase any unpaid membership payments in conjunction with database software and individual team coaches.
- Provide guidance / training to new coaches both in how to register players onto the FA Whole Game system (or equivalent) and how to

register them with the league as well as procedure for registering members with the club.

Ensure the Executive Committee functions properly.

The club membership secretary should support the club chairperson to ensure the club's committee functions properly (see role description for club chairperson), but be in a position to quickly communicate information about player registration with league and club and detail any payment issues that may warrant further action / playing suspension.

To represent the organisation

- Advocate and promote the club in the local community.
- Positively encourage and enthuse members of the club to get involved in activities and take responsibility for their actions.

Essential Requirements

- Must hold or be able to hold a club Disclosure & Barring Service (DBS) Enhanced Criminal Record with Children's Barred List check before appointment at the clubs AGM.
- Hold a 'Safeguarding for Committee Members' qualification via the FA (a 1-hour online course).

Desirable Requirements

- Experience in working within youth football or a similar organisation.
- Understanding of club administrative routines.

Essential qualities or behaviours

- Good written and verbal communication skills.
- High levels of organisation and commitment.

Desirable qualities or behaviours

- Commitment to promotion and ensuring the best interest of Morpeth Town Juniors are always protected.
- Attention to detail.

How much time will I need to give to the role?

Assuming the club get the correct structure in place, the role is primarily one of overseeing the management and strategic planning of the club. A commitment of 1-2 hours per week should suffice with some seasonal

fluctuation (just prior to the season start and during the early months of the season will be the busiest as this is the peak registration window).