



Job title: Senior Men's Coordinator and Assistant Registrar

Hours: 0 to 15min during the season; 1 to 2 hours per week during registration period (pre-season)

Location: Mainly from home

Works closely with: Registrar, President, Secretary, Gear Manager

Purpose of the position

To manage the needs of the Senior Men's teams (Approx. 6 teams) & assist them with administrative requirements. Be the main interface for communication between the committee and these teams. This role also supports the Club Registrar in helping organise the Senior Men's registrations and team submissions at the start of the season.

Key responsibilities & duties

- Ensure any returning and new teams are submitted for the new season.
- Assist Club Registrar with player registrations in pre-season.
- Promptly pass on any relevant club communication to team managers.
- Ensure Senior Men's teams are suitably equipped with gear and information needed for the season.

Duties of the role	Time spent	Competencies sought	Must have or optional (can be trained)
Communicate relevant info to team managers	30%	Prompt and friendly email/message/phone manner	Preferred

Duties of the role	Time spent	Competencies sought	Must have or optional (can be trained)
Assist club Registrar with pre-season player and team Registrations	50%	Organisation skills	Must have