

## HHFC Player Registration Lead – Role Description

### Purpose of the Role

To manage **all player registrations end-to-end** for Hilton Harriers FC, ensuring every player is registered **accurately, compliantly, and on time**, in line with FA and league rules.

This role removes risk from the club by providing **clear ownership** of registration, safeguarding, and league submission.

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### Role Summary

The Player Registration Lead is responsible for:

- Coordinating player registrations with Team Managers and parents
- Managing registrations within the **FA Club Portal**
- Ensuring safeguarding and compliance standards are met
- Submitting eligible players to the league

The role is **operational**, not decision-making on football matters.

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### Key Responsibilities

#### New Player Registration

- Receive confirmation from Team Managers that a player is approved to register
- Check player records within the FA Club Portal
- Issue official FA registration invite links to parents
- Monitor completion of registration and consent
- Assign players to the correct teams in the FA system
- Confirm safeguarding requirements are satisfied
- Submit eligible players to the league
- Notify Team Managers when players are cleared to play

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#### Annual Re-Registration

- Review all returning players ahead of each season
- Identify missing data or expired consent
- Issue FA re-registration invites to parents
- Update team assignments following manager confirmation
- Submit squads to leagues before deadlines

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#### Transfers & Leavers

- Process transfer requests within FA systems
- Coordinate with Treasurer where financial clearance is required
- Update FA records when players leave the club

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### What the Role Does Not Do

- **✗** Decide squad selection or playing time
- **✗** Collect team fees or manage payments
- **✗** Chase parents for payments
- **✗** Override safeguarding or eligibility rules

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### Key Relationships

- **Team Managers** – confirm football readiness and FAN accuracy
- **Parents/Guardians** – complete FA registration and consent
- **Treasurer** – confirms Team Fee Pay status where required
- **Club Secretary / Chair** – escalation only for exceptions
- **League Officials** – registration submissions and compliance

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### Escalation Authority

Escalates issues only when required, including:

- Eligibility or age-group disputes
- League or FA compliance issues
- Transfer complications
- Safeguarding concerns

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### Skills & Attributes

- Highly organised and detail-focused
- Confident using FA Club Portal systems
- Calm, clear communicator
- Comfortable enforcing deadlines and compliance
- Trusted to handle sensitive personal data

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### Time Commitment (Indicative)

- **Pre-season:** Higher workload (registrations, re-registrations, league submissions)
- **In-season:** Light, steady workload (new players, transfers)

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## **Success Measures**

- All players registered before league deadlines
- Zero ineligible players taking part in matches
- Clear audit trail of registration communications
- Reduced admin burden on Team Managers

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## **Guiding Principle**

**If it is not confirmed in the FA system, the player is not eligible to play.**