

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.

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.

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)

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

Guiding Principle

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