Registrar's Report – 2026

Overview

The 2026 season has been a successful year of growth for the Club, with increases in team numbers, player registrations and volunteer participation across several areas.

It has been a busy and, at times, challenging year in the Registrar's role, particularly with the introduction of new Marshall compliance requirements, registration administration and the coordination of team allocations.

Despite these challenges, the Club successfully fielded 34 teams in 2026, an increase of four teams compared with the previous season. This growth is a positive reflection of the Club's ongoing appeal and the commitment of the families and volunteers who support it.

Club Growth – 2025 vs 2026

The following figures demonstrate the Club's growth over the past 12 months:

Category	2025	2026	Growth
Teams	30	34	+4 (13.3%)
Players	376	403	+27 (7.2%)
Managers	34	36	+2
Coaches	33	40	+7 (21.2%)

In addition to the overall growth, some notable developments included:

- The addition of an extra All Age Men's team.
- The introduction of two additional Under 5 teams.
- Continued growth in the Under 7 age group.
- An increase of seven coaches, demonstrating a positive increase in volunteer involvement.

These results are particularly encouraging, as the growth in registrations also brings increased demands on team management, coaching, administration and the Club's overall operations.

The Club should be proud of these achievements and continue to build on this momentum into the 2027 season.

Team Compliance and Registration Requirements

One of the significant changes introduced for the 2026 season was the requirement for every team to have a registered Team Marshall.

All Marshalls were required to complete the mandatory Nepean Football Association (NFA) Marshall training. In addition, all teams, with the exception of All Age teams, were required to have a Marshall with a valid Working With Children Check (WWCC).

The majority of teams met these requirements apart from one team (Intermittent Ladies) following a change early in the season. Unfortunately, this team failed to register an accredited and approved Marshal for the reminder of the season.

Registration Administration and Payment Reconciliation

The face-to-face registration days were successful and provided a valuable opportunity for families to receive assistance with the registration process.

However, one area that created considerable additional administration throughout the season was the reconciliation of registration payments.

There was no consistent or clearly communicated process from the outset regarding the paperwork and supporting information required to match Square card payments with registration records.

This resulted in repeated requests for information, multiple emails and messages, and considerable time spent comparing reports and spreadsheets to reconcile payments. This was an ongoing issue rather than an isolated occurrence and resulted in additional work and late nights to ensure registration information was accurate.

An important distinction needs to be made between the responsibilities of the Registrar and Treasurer.

The Registrar has access to registration information and can provide details of who has registered, their registration status and the initial payment method recorded. However, the Registrar does not have access to Square transaction reports or the Club's bank statements, nor should this access necessarily form part of the Registrar's role.

The Treasurer is best placed to undertake the financial reconciliation by checking Square transactions and bank statements against the registration information supplied by the Registrar, and then communicating any outstanding payments or discrepancies.

Throughout 2026, there were several occasions where payment information previously supplied by the Registrar had to be provided again, as the reconciliation process and payment status were not consistently communicated or maintained.

This highlighted a need for clearer role responsibilities, better communication and a documented payment reconciliation process between the Registrar, Treasurer and other appropriate Committee Members.

Recommendation for 2027:

Before registrations open, the Committee should agree on a clear process that outlines:

- What registration and payment information the Registrar is responsible for providing.
- What financial reconciliation the Treasurer is responsible for completing.
- How often payment information will be reconciled.
- How outstanding fees and payment discrepancies will be communicated and followed up.
- A central record of payment status that can be referred to by the relevant committee members.

Having this process established from the beginning would significantly reduce duplicated work, unnecessary communication and administrative pressure on both positions.

Muster Day – Lessons Learnt

Muster Day remains one of the most demanding parts of the Registrar's responsibilities, particularly when finalising team allocations and accommodating late registrations.

There were several important lessons from the 2026 Muster Day that should be considered when planning for next season.

1. Allow room for late registrations

It is important to leave some flexibility within team allocations for players who register at the last minute, particularly those who come forward on Muster Day.

During this year's Muster Day, a player was inadvertently registered into an age group that was already at capacity. This was completed by a helper on the day without consulting the registrar to ensure there was appropriate space. This required an urgent reshuffle across three age groups to accommodate the player and create an additional team.

Although this was resolved successfully, it created considerable additional work after an already long day.

A recommendation for future years is to leave some flexibility in team numbers and ensure helpers understand the importance of checking age groups and team capacities before completing a registration.

2. Hold Muster Day earlier

This year's Muster Day was held on the last possible weekend, leaving less than 48 hours to finalise team changes and follow up with teams that had not yet allocated a coach, manager or Marshall.

This timeframe was extremely challenging and left very little opportunity to resolve outstanding matters before teams had to be submitted in Playfootball.

It is strongly recommended that Muster Day be scheduled earlier in the year. This would allow sufficient time to:

- Finalise team allocations.

- Make any necessary changes to team numbers.
- Identify teams without coaches, managers or Marshalls.
- Follow up outstanding compliance requirements.
- Communicate final team arrangements to families.

An earlier Muster Day would make the lead-up to the season considerably more manageable for the Registrar and the wider Committee.

4. Establish team player limits early

Another issue identified during the registration process was the reluctance of some existing teams to accept additional players, or to accept more than a preferred number of players, even when the team had not reached the maximum permitted number.

This created difficulties when trying to accommodate new registrations and balance teams across age groups.

The Club needs to make a clear decision about whether it intends to operate teams at the maximum permitted player numbers or establish a lower preferred limit.

Whatever approach is adopted, team limits need to be agreed upon by the Committee, communicated to managers and coaches, and consistently applied from the beginning of the registration process.

This will help avoid unnecessary disputes and ensure new players can be accommodated fairly wherever possible.

Acknowledgements and Retirement from the Role

I would like to thank Susan, Nicole and the other Committee members who contributed their time and efforts throughout the 2026 season. The running of a community soccer club relies heavily on volunteers, and their contributions are appreciated.

I also want to acknowledge the managers, coaches, Marshalls and families who supported the Club throughout what has been a significant year of growth.

As both of my children are no longer playing with the Club, I have made the decision not to return as Registrar in 2027 and will be stepping away from the Committee.

It has been a challenging but rewarding experience, and I hope the information and recommendations in this report provide a useful starting point for the incoming Registrar.

I wish the Club every success for the 2027 season and beyond.

Cristy Curtis

Registrar – 2026