

COASTAL FOOTBALL CLUB



Coastal FC – Club Registrar

Position: Club Registrar
Department: Administrative
Reports To: Director of Soccer Operations
Work Location: Hybrid: Combination between work at the Coastal FC office and remote work
Employment Type: Part Time/Hourly/Flexible
Application Deadline: November 23, 2025

About Coastal FC:

Coastal FC is one of the largest and most successful youth soccer clubs in British Columbia, serving more than 4,000 players across grassroots, recreational, skill centre, divisional, and BCSPL Programs. Our Club is committed to creating an inclusive, supportive, and player-centered environment while delivering high-quality programming aligned with BC Soccer and Canada Soccer standards.

We are seeking a dedicated and detail-oriented **Club Registrar** to join our administrative team and play a key role in supporting the day-to-day operations of the Club.

Position Summary:

The **Club Registrar** oversees all aspects of player, coach, team and volunteer registration across Coastal FC's programs. Reporting to the Director of Soccer Operations, the Registrar ensures accurate record-keeping, timely submission of district and provincial requirements, and a seamless registration experience for all members.

This role is ideal for an organized, proactive, and service-focused professional who thrives in a fast-paced environment and is comfortable managing multiple priorities and deadlines.

Key Responsibilities:

Registration Management:

- Manage all player and volunteer registration processes for Coastal FC programs.
- Maintain the Club's online registration system, including updates, season setup, and troubleshooting.
- Process refunds, payments, and deposits; prepare monthly reports for the Treasurer.
- Submit all required registration data and rosters to the South Fraser District, Leagues, and BC Soccer within stated deadlines.

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- Oversee player transfers between teams, districts, and governing bodies (South Fraser District Association, Leagues, BC Soccer, Canada Soccer).

Compliance & Documentation:

- Collect and manage birth certificates, proof of age documentation, and identification requirements.
- Track and maintain Criminal Record Checks (CRC), Vulnerable Sector Check or Enhanced Police Information Check and required certifications for all volunteers.
- Ensure compliance with BC Soccer, Canada Soccer, SFDA, and City of Surrey reporting requirements.
- Organize and maintain accurate electronic and physical records.

Volunteer & Staff Support:

- Register all volunteer coaches, managers, and team officials.
- Track and update volunteer certifications, course completions, and Safe Sport requirements.
- Provide support to age group leads with roster updates, inquiries, and administrative needs.
- Assist with Club events, seasonal rollouts, and operational projects as required.

Member Services:

- Respond to registration inquiries daily and assist families with account, payment, and program questions.
- Distribute inquiries to relevant staff or age group leads as appropriate.

Qualifications

- Experience in sports administration, customer service, or a related administrative field (soccer club experience is an asset).
- Experience in player and team official registration processes within a league or sports organization is an asset.
- Strong organizational skills, time management skills and attention to detail.
- Proficiency with online registration systems and Microsoft Office Suite and Google Suite, as well as other cloud-based tools.
- Excellent written and verbal communication skills.
- Ability to manage sensitive information with confidentiality and professionalism.
- Comfortable working independently and within a team environment.
- Working knowledge of Provincial and National soccer policies, youth sport governance requirements, and recognized administrative best practises within club environments.
- Understanding of BC Soccer and District registration rules is an asset (training provided).

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Additional Information

- Flexibility to work evenings and weekends during peak registration periods.
- Occasional travel may be required for league meetings or events
- This role requires an ability to work collaboratively with multiple stakeholders (club management, governing body staff, etc.)

What We Offer

- A supportive and collaborative team environment.
- Opportunities for professional development within a leading Canadian youth soccer club.
- Competitive compensation based on experience.
- A meaningful role in supporting thousands of players, families, and volunteers in our community.

How to Apply

Interested applicants are invited to submit a resume and cover letter outlining relevant experience and qualifications to careers@coastalfc.ca by November 23, 2025. Please include "Application - Club Registrar" in the subject line.

As a member of the Coastal FC team, this position requires a police background check and clearance with respect to persons working with vulnerable persons. Individuals must be able to work in Canada.

We thank you for interest in working at Coastal FC, however, only candidates to be interviewed will be contacted.

Coastal FC is an equal opportunity employer and welcomes applications from all qualified individuals. We do not discriminate on any protected grounds, and self-identification is voluntary. We also encourage applications from persons with disabilities and will provide accommodations as needed.