



DIRECTOR JOB DESCRIPTION

REGISTRAR DIRECTOR

Job Title:	Registrar Director	Revised Date:	Feb 1, 2022
MHA:	Kerry Park Minor Hockey Association	Term:	Two Years

Description

The Registrar Director is responsible to maintain the register of members, players and team officials, ensuring all registration requirements are satisfied, as per pertinent hockey governing bodies.

Key Accountabilities

- Having access to the Hockey Canada Registry and coordinates all phases of player registration for the season and provides communication to the membership and potentially new members regarding the registration process.
- Manages the registration process, including late registrations and withdrawal.
- Maintains the registration database including Affiliate Players in HCR and TeamSnap.
- Provides reports to the Board of Directors regarding representative assessments and recreational players.
- Maintains a waitlist of the new registrants in all age categories, if necessary.
- Provides the master wait list to the Head Coach/Competitive Director, Junior and Senior Divisional Directors of all registrants, by Division, starting in August and requests thereafter.
- Ensures all carding is done prior to league play each year and shall provide team rosters and make changes throughout the season as required.
- Ensures proper insurance requirements are in place in relation to hockey players, team officials and the Board of Directors.
- Compile and communicate all courses needed by coaches on each team before the deadline established by VIAHA and BC Hockey.
- Records all suspensions of Players and or Coaches in HCR.
- Ensures Safety Persons have the correct certifications, Hockey Canada Safety Person (HCSP) course, Concussion Awareness Training Tool (CATT), Criminal Record Check (CRC) and Respect-in-Sport (RIS) in accordance with BC Hockey regulations and reports the completion of certifications to the Registrar/Administrations Director.
- Provide the Treasurer and bookkeeper a completed list of all HSCP personnel, coaches and Managers who require reimbursement for clinics and the amounts.
- Facilitates transfers in and out of the Association and updates HCR and TeamSnap.
- Responds to BC Hockey and VIAHA on any pertinent matters.
- Responds efficiently to member inquiries within reasonable timeframes.
- Ensures prior notification of registration is posted on the website and on social media.
- Reports to the Vice President, Admin and Finance any outstanding issues or concerns regarding registration fees and billings.
- Provide the Treasurer with all E-transfer breakdowns of registration fees, try out fees, rep fees based by player and division received and reconciled with HCR or TeamSnap.
- Set up annual registration and the HCR link or TeamSnap link for parents to register for the next season.
- Communicate with Vice President, Admin and Finance any refunds necessary and posts said refunds in TeamSnap or HCR. Adjusting participant fee as necessary.
- Attends Director Meetings and prepares monthly Registrar reports for the Director Meetings.
- Attends Managers meeting and team Treasurers meeting.

- Ensures Managers have the correct certifications
- Ensures all players and team staff are properly rostered
- Monitors rosters several times a week for updates by VIAHA and BC hockey to player and staff statuses.
- Ensures each weekend that Statuses are still approved or pending in HCR
- Provides Managers with updated Rosters any time there is a change
- Records all cheques and e transfers to team snap for registration
- Forwards all e transfer e mails to bookkeeper
- Bills all Rep fees through team snap
- Manages annual scholarship program
- Assisted with implementation of first shift
- Vets any payment plan requests and provides to VP admin for approval
- Serves as a Signing authority on Association and Team bank accounts
- Signs any cheques prepared by Bookkeeper or VP Admin as well as approval any e transfers set up by same.
- Assist to update manager's manual annually
- Assists VP admin with updating policies and procedures
- Works with KPMHA President and other associations to find other associations for waitlisted players to transfer to for season
- Works with KPMHA President and other associations to find members willing to transfer for the season if our teams are short.
- Sets up registration Portal for each division through team snap including verifying and making changes to any documents to upload, uploading said documents, setting any waivers, setting fees and payment options.
- Maintain communication with the Criminal records review program regarding who is authorized contact.
- Take attendance at Managers meeting and AGM's
- Part of double count of votes at AGM

Experience

Previous experience working within an online database and registration system is an asset. Previous work experience requiring organization and all forms of communication is also an asset. Attention to detail and experience with Excel.

Typical Committees

Budgeting Committee and Policy and Procedures Committee