



# DIRECTOR JOB DESCRIPTION

## REGISTRAR DIRECTOR

<b>Job Title:</b>	Registrar Director	<b>Revised Date:</b>	Feb 5, 2023
<b>MHA:</b>	Kerry Park Minor Hockey Association	<b>Term:</b>	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

#### Hockey Canada Registry

- 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.
- Maintains the registration database including Affiliate Players or withdrawn players in HCR and TeamSnap.
- Ensures all carding is done prior to league play each year and shall provide team rosters and make changes throughout the season as required and send updated rosters to the team Manager.
- Ensures proper insurance requirements are in place in relation to hockey players and team officials
- Records all suspensions of Players and or Coaches in HCR.
- Facilitates transfers in and out of the Association and updates HCR and TeamSnap.
- 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.
- 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.
- Maintain communication with the Criminal records review program regarding who is authorized contact.

#### General Administration

- Maintains a waitlist of the new registrants in all age categories, if necessary.
- Provides the master wait list to the Head Coach/Competitive Director, VP Admin, Junior and Senior Divisional Directors of all registrants, by Division, starting in May and thereafter at each Executive meeting.
- Responds to BC Hockey and VIAHA on any pertinent matters.
- Responds efficiently to member inquiries within reasonable timeframes.
- Provide the Bookkeeper with any E-transfer receipts that have come to registrar email inbox.
- Communicate with Vice President-Admin and Treasurer any refunds necessary and Provide to Bookkeeper for posting to TeamSnap and QB.
- Attends Director Meetings and prepares monthly Registrar reports for the Director Meetings.
- Attends Managers/Treasurer meeting , takes attendance and assists with updating manual.
- Manages annual scholarship program
- Assists VP admin with updating policies and procedures
- Part of double count of votes at AGM

### **Annual Registration through TeamSnap**

- Manages the registration process, including late registrations and withdrawals.
- Ensures prior notification of registration is posted on the website and on social media.
- Reports to the Vice President, Admin and Treasurer any outstanding issues or concerns regarding registration fees and billings.
- Vets any payment plan requests and provides to VP admin for approval

### **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 skills and experience with Excel.