

CNWB – Registrar

Job Description

The purpose of this role is to coordinate all registrations into the CNWB program and collect registration fees.

Duties

- Liaison with Goaline to ensure database is maintained
- Open and close registration in Goaline program as necessary
- Coordinate with Secretary to have updates posted on the webpage to try and send out the most accurate information to reduce the number of questions posed by parents
- Manually enter any late registrations once the online registration system is closed
- Assign players and coaches to teams as per evaluation results
- Document which players missed evaluations
- Complete rosters for each team
- Email rosters to coaches
- Prepare participation agreements for each team once rosters have been completed
- Inform CNWB Executive team the number of teams registered
- Collect completed Parental Agreements by the CMBA deadline
- Ensure rosters are completed by CMBA deadline
- Track which players have withdrawn and forward to VP of Finance for refunds
- Help VP of Finance ensure all players have paid registration fees
- Update Junior and Juvenile teams in Winter season once VP of Coach and Player Development has created new teams due to High School basketball teams
- Recruit volunteers through Volunteer Coordinator to assist with registration as required
- Attend all CNWB Executive meetings
- All emailed communication with teams is to be done through the Executive Secretary
- Report to VP of Logistics