



# Fort Saskatchewan Soccer

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## Duties of the Registrar

- Create and maintain new registration information in the RAMP online registration system.
- Work with the Treasurer and other Executive Committee members to set registration fees.
- Work with Treasurer to provide recommendations for the yearly withdrawal/refund policy.
- Work with the Sport Coordinator and Communications Director to create registration advertisements.
- Keep the Fort Saskatchewan Minor Sports Association office up-to-date regarding the registration process so the staff can respond to questions appropriately.
- Respond in a timely fashion to all registration questions from players/parents.
- Keep President and Vice President informed of numbers on a frequent basis so that registration cut off decisions can be made if necessary.
- Keep appropriate Executive Committee members advised weekly of all volunteers and the role for which they are volunteering.
- Participate in team selection activities by providing registration and special request information.
- If required, maintain a wait list and place the waitlisted players on teams.
- Work with Sport Coordinator to create initial ASA forms and make updates to the forms as required.
- Work with Sport Coordinator to submit all ASA forms to Tri-County Soccer Association per their submission deadlines.