



DIRECTOR JOB DESCRIPTION

REGISTRAR/ADMINISTRATION DIRECTOR

Job Title:	4. Registrar/Administration Director	Revised Date:	April 09, 2018
MHA:	Kerry Park Minor Hockey Association	Term:	Two Years

Description

The Registrar/Administration 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, 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.
- 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.
- Facilitates transfers in and out of the Association.
- 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 Treasurer/Finance Director any outstanding issues or concerns regarding registration fees and billings.
- Attends Director Meetings and prepares monthly Registrar reports for the Director Meetings.

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.

Typical Committees

Budgeting Committee