

YELLOWKNIFE MINOR HOCKEY ASSOCIATION

POSITION DESCRIPTION

Approved: 24 July 2007

POSITION: Registrar

REPORTING TO: Director, Administration

RESPONSIBLE FOR: Maintaining the official list of player registrants and ensuring that they are duly registered with Hockey NWT.

AUTHORITY: As determined by a decision of the Executive Committee or the Director, Administration.

DUTIES:

- Maintain the master list of registrants for the following:
 - each division
 - each team in each division
 - each development program
 - each development team
- Ensure that each governor is provided with the master list of registrants for their division by 15 September
- Ensure that each governor is provided with an updated master list of registrants as appropriate
- Liaise with the Program Manager, Community Services Program, City of Yellowknife to acquire updated registrant information, as appropriate.
- Prepare the master list of registrants for each league team for submission to Hockey NWT by 15 January.
- Prepare a projected master list of registrants, by Division, for the next hockey season by 15 March of each year.
- Provide summary information to the Executive Committee, for planning and reporting purposes, as required.
- Undertake a year-end review of current position description to confirm accuracy.
- Complete other assigned tasks as may be identified in Appendix 1.

DESIREABLE ASSETS:

- Commitment to the Association Vision, Mission, and Values.
- Ability to meet personal commitments and agreed-upon deadlines
- Working knowledge of Microsoft WORD and EXCEL

TIME COMMITMENT:

- Approximately three hours per week during mid August to end of September
- Approximately five hours per month during rest of the season