

## GCRA Registrar Job Description

The Registrar shall be responsible for all registration related activities for the GCRA players, bench staff, volunteers, and Executive members.

The position requires that the successful candidate be available throughout the year, expending an average of approximately *5 hours monthly*. The busier months are April, May, August, September, October and the first week of January. April, May, August and September is dedicated to providing registration data for evaluations, September, October and January are busier as this is typically when the GCRA membership must be updated for the Ontario Ringette Association. The balance of the time is dedicated to the maintenance and creation of all registration forms for various programs run by the association as well as providing any registration reporting as required to the executive team.

The Registrar must have access to a modern computer (a mobile device or tablet will not suffice) and printer. It is expected that the successful candidate be accessible via email and provide prompt responses or action to all registration related questions and concerns.

The Registrar reports to the VP Administration. The Registrar is welcome to attend all Executive meetings however attendance is not mandatory.

### Minimum requirements:

- Proficient with Microsoft Excel and Word
- Excellent Planning and Organizing skills
- Detail oriented
- Effective communication skills
- Adapts well to evolving technologies

### Responsibilities:

- In consultation with members of the board, prepares registration forms for all memberships and programs run by the association. Programming includes but is not limited to:
  - Annual membership, Tryouts, Summer Camps, Power Skating, 4x4
- In consultation with the *VP Operations or webmaster*, ensures alignment between registration forms and the applicable webpages
- In consultation with the required members of the board (specifically the VP's of Administration, Competitive, Regional, Novice & Bunnies, Operations), facilitate the Tryout and Sort Out process by identifying registrations and preparing lists of registrants as required
- In consultation with the VP Administration, ensures that all players who have been placed on competitive teams following tryouts have registered with the association prior to participating in any team activities
- In consultation with the VP Administration and Treasurer, ensures that all registered players have paid online or that their payments (initial payment and post dated installment cheques) have been received prior to the player participating in any team activities
  - *The registrar reserves the right to not allow a player to be assigned to a team until all fees have been received*
- In consultation with the VP Administration, coordinate evenings for Team Registration Form finalization with Head Coaches

- In consultation with the VP Operations or Volunteer Coordinator, providing a list of all volunteers (TRF and Non-TRF) to the governing bodies (ORA, ERRRA and Ringette Canada), as required
- Receives and verifies invoicing for all GCRA teams (including Adult teams) and provides to the Treasurer for payment and billing purposes
- Responds to all registration related inquiries within a timely manner (typically 24 hours, however general inquiries and time of year are to be factored)
- The Registrar is responsible for maintenance of all registration related activities using the association website (currently GoalLine). This includes but is not limited to:
  - Preparation and maintenance of registration forms for all memberships and programs run by the association
  - Providing first level support to membership experiencing issues with online registration
  - Completing administrative changes to people registrations as required (for example program changes)
  - *In consultation with the Treasurer and/or VP Administration and/or VP Operations as required, complete online refunds and registration removals*
  - Initial assignment of registrants to the appropriate 'team' (AA or A, Regional 1, etc) in advance of all tryouts and sort outs
- The Registrar is responsible for maintenance of all registration related activities in support of GCRA's Governing bodies (the Ontario Ringette Association and Ringette Canada) as required, using their designated tool(s). This includes but is not limited to:
  - Registering all GCRA players, bench staff, volunteers, and Executive members (*creation of the Team Registration Forms*)
  - Updating of GCRA Membership as needed (additions and removals by January each year)
  - Registering teams (bench staff and players) of the Adult teams under GCRA
  - Acquiring approval from all Head Coaches that their Team Registration Forms are accurate and distributing final signed version as required