Registrar

Job Description

A Hockey Registrar is a crucial administrative role responsible for managing participant registrations, maintaining accurate team rosters in the Hockey Canada Registry (HCR), and ensuring compliance with league, provincial, and national governing bodies (e.g., Hockey Alberta, Hockey Canada). They verify player eligibility, process transfers, and coordinate with coaches and managers to meet registration deadlines.

Responsibilities of the Registrar

1. **Player and Staff Registration:**

   - Plan and manage the player registration cycle.
   - Utilize the RAMP Registration platform to ensure the collection of fees aligns with CMHA's fee structure and deadlines.
   - Assist families in navigating financial assistance applications and player grant processes.
   - Collaborate with the CMHA Board of Directors to determine the number of teams the association can accommodate based on ice allocation.
   - Act as the primary point of contact for all matters related to player and staff registration.
   - Ensure proper pre-registration of players and coaching staff with Hockey Alberta in the Hockey Canada Registry (HCR).
   - Verify and maintain up-to-date qualifications and certifications for the current hockey season.
   - Address any discrepancies in the HCR.
   - Manage and coordinate player transfers, both incoming and outgoing.
   - Maintain a waitlist following the closure of the registration period.

2. **Event/Season Coordination:**

   - Coordinate player evaluations with the CMHA Executive Board and Evaluators and adhere to CMHA's evaluation policy.
   - Manage registration, payment, communication, and game reporting.
   - Schedule, organize, and facilitate the coach/manager meeting, along with league directors and the coach/skills coordinator.

- Obtain exhibition and tournament sanctions or travel permits from Hockey Alberta.
- Distribute sanctions and permits accordingly.

3. **Team Coordination:**

- Serve as the point of contact for team managers regarding league and game regulations.
- Ensure teams meet mandatory certifications, including Respect in Sport, Volunteer Screening, and coach certifications.
- Add affiliates to teams in the HCR and educate teams on affiliate usage rules.
- Ensure timely submission and updating of all team documentation (rosters, contacts, affiliates) to each league.
- Coordinate league registration

4. **Communication and Collaboration:**

- Work collaboratively with the CMHA Board of Directors and committees to implement initiatives and improvements as needed.
- Act as the liaison and primary point of contact with governing bodies, including the Central Alberta Hockey League, Rockies Hockey League, Rocky Mountain Female Hockey League, and Hockey Alberta.
- Distribute league communications to team management, informing them of updates to league policies, game regulations, and playoff details.
- Sending communications, along with the Communications Director, to the membership with season updates, offerings, etc.

5. **Website Management:**

- Manage the association website, keeping information updated, relevant, and easy to navigate.
- Provide a centralized resource for members and non-members, including meeting minutes, registration information, handbooks, policies/procedures, and bylaws.
- Promote upcoming opportunities and events and share relevant news.

6. **Administrative Duties**

- Manage emails and correspondence.
- Organize the Annual General Meeting (AGM) and monthly Board meetings.
- Attend all CMHA Executive meetings, including the AGM.
- Review league deadlines, policies, and regulations before each season.
- Provide monthly registration and team reports.

- Oversee action items, ensuring timely completion.

Work Environment:

The Registrar should be prepared for a non-traditional, flexible work schedule, including evenings and weekends. The role involves seasonal busy periods with high time demands, occasional travel, and attendance at executive and other meetings.

Salary and Benefits:

Salary will be commensurate with experience.