



Registrar

registrar@chathamringette.com

Overview:

The registrar is primarily responsible for, but not limited to, all activities associated with player registration.

Role and Responsibilities:

- Setup packages in RAMP. Provide list of registered players to Conveners/Coaches.
- Setup rep fees in RAMP and notify all player families. Ensure all fees are paid by the determined cutoff date.
- Ensure all registration information is accurate and complete (currently handled within RAMP)
- Monitor any unpaid registrations
- Administer Refund Policy
- Provide registration lists to the Regional and Provincial Conveners for proper team placement
- Ensure that all bench staff, volunteers and executives are registered in RAMP.
- Assign bench staff and volunteers to teams once formed.
- Create a TRF (Team Registration Form)
- Send copy of TRF to coaches for validation
- Add approved two-team players to second teams in RAMP
- Work with coaches to confirm team rosters prior to RO deadline.
- Manage late registrations in RAMP system to ensure that RO approvals are completed by RO deadlines.
- Provide managers with a "summary" TRF for tournaments that request them (this is a condensed TRF with all private information eliminated such as address, phone number etc).
- In conjunction with the Treasurer, make sure all fees are validated and paid as invoiced in a timely manner to RO
- Attend all CRA Board Meetings and provide reports as appropriate
- Any other tasks that may be assigned by the Board

CHATHAM RINGETTE ASSOCIATION



WWW.CHATHAMRINGETTE.COM



P.O. BOX 492 CHATHAM, ONTARIO N7M 5K6



INFO@CHATHAMRINGETTE.COM