



## Cochrane Minor Hockey (CMHA).

<b>Title:</b>	CMHA Registrar	<b>Category:</b>	Executive Committee
<b>Organization:</b>	Cochrane Minor Hockey	<b>Req #:</b>	CMHA 16
<b>Location:</b>	COCHRANE, ALBERTA	<b>Reports To:</b>	VP Administration
Nominations Accepted By:			
<a href="mailto:administrator@cochraneminorhockey.com">administrator@cochraneminorhockey.com</a>		<b>MAIL:</b> PO Box 1033 Cochrane, Alberta T4C 1B1 (403) 932-9341	
Job Description			
<p><b>Position Summary:</b></p> <p>The Registrar shall maintain an accurate and up to date record of all player registrations within CMHA. The Registrar shall be the liaison and resource person for all matters pertaining to Hockey Alberta information for CMHA. Without limiting the generality of the foregoing, the Registrar shall:</p> <p><b>Specific Responsibilities would include, but not be limited to:</b></p> <ul style="list-style-type: none"> <li>☛ Shall ensure that all registrants have paid their appropriate fees owing and collect any outstanding registration fees owing to CMHA.</li> <li>☛ Shall have sufficient registration forms for annual CMHA registration.</li> <li>☛ Shall be the liaison resource person for all matters pertaining to Hockey Alberta information for CMHA (Team Sheets, Player / Coach Carding, Affiliations)</li> <li>☛ Shall retain all CMHA team sheets and player / coach cards at the conclusion of each hockey season for future reference.</li> <li>☛ Shall ensure, along with the VP of Administration &amp; VP of Operations all CMHA teams are playing in appropriate leagues and provincial categories.</li> <li>☛ Shall be responsible for initiating applications for hosting Provincial Tournaments.</li> <li>☛ Shall obtain a responsible assistant delegated to aid with the roles and responsibilities of the Registrar.</li> <li>☛ Prepare and distribute registered player lists to each appropriate league director.</li> <li>☛ Ensure all registration forms are complete and accurate before player commences ice sessions, (Conditioning Camps, Try outs) I.E Alberta Health Card Number, Correct Address, Correct Age, etc.</li> <li>☛ Keep player information updated on the computer file. Copy of any suspensions should be with the player / coach file.</li> <li>☛ Compare registration names with team rosters for each team.</li> <li>☛ Provide each registered team with the respective Provincial schedule as they become available from Hockey Alberta.</li> <li>☛ Perform such other duties as the President may direct.</li> </ul> <p><b>Qualifications would include, but not be limited to:</b></p> <ul style="list-style-type: none"> <li>☛ CMHA Member in good standing.</li> </ul>			