



Job Description - Registrar (Voting Position)

Area of Responsibility:

Duties:

- Be familiar with the CPGHA, OWHA, ODWHA and Hockey Canada By-laws and regulations
- Attend CPGHA executive meetings
- Establish and maintain a convenient registration system and schedule for all CPGHA members
- Ensure all members are registered within the league in accordance with applicable rules and regulations
- Work to grow registration in CPGHA
- Keep records of all documents regarding registration of players (birth certificates, permissions to skates)
- Establish and maintain an Association membership list
- Provide waivers and official roster to teams
- Liaison with OWHA in regards to registration processes
- To submit all required lists and forms to leagues and OWHA before required date
- To maintain all team lists and co-ordinate a waiting list of players
- Notify Executive and Members of registration procedure infractions, game reporting infractions and team fines
- To arrange for the coordination of registration of players for the Association, application forms, registration dates, adequate announcements of registrations, and other matters relating to registration
- Carry out other duties as assigned by Executive Committee or the Vice President

Time Commitment:

Item	Approximate Time Involved
Monthly Board Meetings	3 hours per month
Tryouts and Sort outs	5-8 hours per week
Registering of players into Ivlnet	10 hours per week