# Registrar Director

## Overview:

The Registrar Director is primarily responsible for, but not limited to, maintaining all confidential information, all activities associated with player registration, team formation, coordinating fees payable to ORA, and maintenance of the FRA RAMP website.

## Role and Responsibilities:

* Capturing registration and providing payment packages for all registration fees and coordinate deposits with Treasurer.
* Ensure all new players are assigned an ORA# and building teams in RAMP for each new season.
* Create a TRF (Team Registration Form) in E-sport Registration. Enter any two-team players into respective TRFs.
* Provide head coaches with a "summary" TRF to be used for entering tournaments.
* Registration for Executive, Coach & Bench staff – communication, added by individuals in RAMP.
* Have available pre-registration forms.
* Provide player information to Coaches – generally thru reports.
* Reports to Coaching Directors and Executives.
* Providing monthly reports including player numbers to Executives.
* Coordinate with the Coaching Coordinators through team selection with registration numbers.
* Ensure all registration information is accurate and complete.
* Bring registration costs, dates, and payment structure to Board of Directors early to ensure no increase or payment changes.
* Coordinate with Treasurer for web access for player registration payments and refunds when necessary for FRA.
* Coordinate with volunteer director for web access for posting of volunteer opportunities within FRA.
* Check administration email account and forward to appropriate executive member for proper response.
* Attend Board Meetings and AGM.
* Ensure all necessary forms are available on the web page and ensure current season and information is up to date.