



FORT SASKATCHEWAN RINGETTE ASSOCIATION

TITLE: REGISTRAR FUNCTIONS

POLICY #: 1606

Created: May 24, 2018	Last updated: June 26, 2018	Approved: January 22, 2019
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Ver no.	Effective Date	Significant Changes

1.0 Purpose

To outline the roles and responsibilities of the Registrar of the Fort Saskatchewan Ringette Association's (FSRA) Executive Board.

2.0 Scope

This policy only applies to the FSRA Registrar.

3.0 Terms

Registrar – An elected member of the FSRA Executive Board may serve for a minimum of a two-year term. They act as the liaison between parents and guardians of potential FSRA participants and the FSMSA Office Manager.

Policy

- 4.1 The Registrar is the first contact for new and current ringette players and is responsible for insuring they receive accurate and appropriate information.
- 4.2 The Registrar manages player registration with the support of the Fort Saskatchewan Minor Sports Association (FSMSA). The Registrar must abide by all appropriate Registration Policies (#8600 & #8650).
- 4.3 The Registrar is also in charge of initiating, collecting, and maintaining player and team staff registration information with Ringette Alberta, and must adhere by its guidelines and deadlines.
- 4.4 The Registrar must ensure that accurate and proper records (including the registrant's name, address, postal code, phone number, birthdate, age, Alberta Health Card number, and names of parents and guardians) are maintained and that registrants' information is distributed to the appropriate recipients. This includes sending registration lists to coaches and Executive members to facilitate team selection and sending copies of Ringette Alberta Team Registration forms to team staff so they can facilitate tournament participation.



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4.5 The Registrar will deal with hardship cases by forwarding them to the FSMSA Office Administrator.