Duties of the Registrar

* Create and maintain new registration information in the RAMP online registration system.
* Work with the Treasurer and other Executive Committee members to set registration fees.
* Work with the Treasurer to provide recommendations for the yearly withdrawal/refund policy.
* Keep the Fort Saskatchewan Minor Sports Association office up-to-date regarding the registration process so the staff can respond to questions appropriately.
* Respond in a timely fashion to all registration questions from players/parents.
* Keep the President and Vice President informed of numbers on a frequent basis so that registration cut off decisions can be made if necessary.
* Keep appropriate Executive Committee members advised weekly of all volunteers and the role for which they are volunteering.
* If required, maintain a wait list and place the waitlisted players on teams.