



REGISTRAR

The Registrar is responsible for the administration and accuracy of player, team staff, executive member and team registrations. Duties include:

- a. Maintain knowledge of SGHA and OWHA registration policies and procedures.
- b. Process and record all OWHA and OWHL team and participant registrations.
- c. Collect and process participant registration fees.
- d. Act as liaison for registration matters between SGHA and the OWHA.
- e. Provide registration statistics to the Board as required.
- f. Fulfill all OWHA and OWHL registration and payment requirements.
- g. Serve as main contact for SGHA registration system.
- h. Manage Vulnerable Sector Screening for volunteers per OWHA guidelines.
- i. Ensure all team personnel meet coaching certification requirements.
- j. Maintain the SGHA registration database.
- k. Recommend registration policy updates to the Board.
- l. Process and record all OWHA team and participant registrations.