



JOB DESCRIPTION

Assistant Registrar

Job Title:	Assistant Registrar	Revised Date:	Feb 5, 2023
MHA:	Kerry Park Minor Hockey Association	Term:	Two Years- voted on by BOD

Description

The Assistant Registrar is to provide support to the Registrar Director in a non-voting position.

Key Accountabilities

Hockey Canada Registry

- Having viewing access to the Hockey Canada Registry
- Double checks rosters and compiles and communicates all courses needed by coaches on each team before the deadline established by VIAHA and BC Hockey.
- Ensures Safety Persons have the correct certifications;
 - Hockey Canada Safety Person (HCSP) course,
 - Concussion Awareness Training Tool (CATT),
 - Criminal Record Check (CRC) and
 - Respect-in-Sport (RIS) in accordance with BC Hockey regulations and reports the completion of certifications to the Registrar/Administrations Director.
- Ensures Managers have the correct certifications,
 - Concussion Awareness Training Tool (CATT),
 - Criminal Record Check (CRC) and
 - Respect-in-Sport (RIS) in accordance with BC Hockey regulations and reports the completion of certifications to the Registrar/Administrations Director.
- Double checks that all players and team staff are properly rostered
- Monitors rosters several times a week for updates by VIAHA and BC hockey to player and staff statuses.

General Administration

- Provide the Treasurer and bookkeeper a completed list of all HSCP personnel, coaches and Managers who require reimbursement for clinics and the amounts. .
- Attends Managers/Treasurer meeting and assists with updating manual annually.
- Assists VP admin with updating policies and procedures

Experience

- Previous experience working within an online database and registration system is an asset.
- Previous work experience requiring organization and all forms of communication is also an asset.
- Attention to detail and experience with Excel.