

Kitchener Ringette Association Registrar

Overview:

The registrar is primarily responsible for, but not limited to, all activities associated with player registration.

Role and Responsibilities:

- Setup rep tryout packages in RAMP. Provide list of registered tryout players to Rep Convener
- Setup rep fees in RAMP and notify all rep player families. Ensure all rep fees are paid by determined cutoff date.
- Ensure all registration information is accurate and complete (currently handled within RAMP)
- Monitor any unpaid registrations
- Administer Refund Policy
- Provide registration list to the Regional Convenor for proper team placement
- Ensure that all bench staff, volunteers and executive are registered in RAMP.
- Assign bench staff and volunteers to teams once formed.
- Create a TRF (Team Registration Form)
- Send copy of TRF to coaches for validation
- Add approved two-team players to second teams in RAMP
- Work with coaches to confirm team rosters prior to RO deadline.
- Manage late registrations in RAMP system to ensure that RO approvals are completed by RO deadlines.
- Provide managers with a "summary" TRF for tournaments that request them (this is a condensed TRF with all private information eliminated such as address, phone number etc).
- In conjunction with the Treasurer, make sure all fees are validated and paid as invoiced in a timely manner to RO
- Attend all KRA Board Meetings and provide reports as appropriate
- Any other tasks that may be assigned by the Board

No Director, Officer or committee member of the Corporation is to be liable for the acts, neglects or defaults of any other Director, Officer, committee member or employee of the Corporation or for joining in any receipt or for any loss, damage or expense happening to the Corporation through the insufficiency or deficiency of title to any property acquired by resolution of the Board or for or on behalf of the Corporation or for the insufficiency or deficiency of any security in or upon which any of the money of or belonging to the Corporation shall be placed out or invested or for any loss or damage arising from the bankruptcy, insolvency or tortious act of any person, firm or Corporation with whom or which any moneys, securities or effects shall be lodged or deposited or for any other loss, damage or misfortune, whatever which may happen in the execution of the duties of his or her respective office or trust provided that they have:

1. Complied with the Corporation's articles and By-laws; and
2. Exercised their powers and discharged their duties in accordance with the Act.