

Kitchener Ringette Association

Registrar

Overview:

The registrar is primarily responsible for, but not limited to, Maintaining all confidential information, all activities associated with player registration, team formation, coordinating fees payable to ORA, and provide tax receipts to all members.

Role and Responsibilities:

- Attend rep tryouts in the spring/fall
- Have available Pre-Registration forms
- Ensure each KRA player pays their 25.00 pre-reg fee to cover them for insurance
- Refund 25.00 to each KRA player who does not end up playing for KRA
- Ensure 25.00 is deducted from registration fees for each player who does play for KRA
- Ensure all rep fees are paid and coordinate deposit with Treasurer
- Attend start up weekend
- Have extra copies of registration forms on hand
- Distribute new player registration forms at start up weekend
- Collect all registration fees and coordinate deposit with Treasurer
- Ensure all registration information is accurate and complete
- Monitor any unpaid registrations
- Administer Refund Policy
- Provide registration list to the Regional Convenor for proper team placement
- Enter all data for players, bench staff, referees, volunteers and executive into E-Sport Registration
- Ensure all new players are assigned an ORA#
- Create a TRF (Team Registration Form) in E-sport Registration
- Enter any two-team players into respective TRFs
- Deadline for TRFs is November 15th - all TRFs must be signed and approved by head coach and handed into Membership Services for this date.
- Information Change Forms (ICF) can be made to existing TRFs (adding/removing players, adding/removing bench staff) until January 8th after which time TRFs are finalized and no changes can/will be made.
- Provide managers with a "summary" TRF to be used for entering tournaments, which is a TRF with all private information eliminated, i.e. address, phone number etc.
- In conjunction with the Treasurer, make sure all fees are paid in a timely manner to ORA - fees due on November 15th, the same date as TRFs are due, so with teams making last minute changes, this is usually very last minute to ensure TRFs have the most up-to-date
- Collect and file in a secure location all documentation (i.e. player registration forms, TRFs, pre-registration forms for rep tryouts, all information pertaining to registration fees)
- Provide accurate fee information for the printing of official tax receipts for the Children's Fitness Tax Credit
- Print and distribute tax receipts to team managers to distribute to their respective team
- Check post office box for registrations during summer months
- Attend Board Meetings and AGM

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.