

Registrar

Position Type: Volunteer

Reports to: Board of Directors, Lacombe Minor Softball Association (LMSA)

Job Description:

The Registrar of the Lacombe Minor Softball Association (LMSA) is responsible for managing and facilitating the registration process for players, coaches, and staff within the association. This role involves setting up registration packages in the RAMP system, managing payments, helping members with registration issues, and maintaining accurate records. The Registrar also coordinates with other board members to ensure smooth operations, including team creation, reporting, and compliance with relevant courses and background checks. The Registrar plays a key role in communicating important association updates to members throughout the season.

Key Responsibilities:

Registration Management:

- Set up and manage player registration packages in the RAMP system for each season.
- Monitor incoming registrations to identify any potential transfer requests and relay this information to the member and President.
- Handle registration-related inquiries from players, coaches, team staff, and board members, providing assistance as needed.
- Process e-transfer payments for registrations and apply them to member accounts.
- Issue refunds when necessary, working closely with the Treasurer to ensure financial accuracy.

Team Creation & Reporting:

- Create teams in the RAMP system once registrations are complete, ensuring that team rosters are accurate and organized.
- Generate and provide reports for coaches and the Board of Directors using the RAMP system to assist with evaluations and team selections.
- Assist the Coaching Director by ensuring that coaching staff have completed the necessary courses and have valid Criminal Record Checks and Vulnerable Sector Checks.

Communication:

- Send out association-wide emails to inform members about key updates, including evaluations, team selections, and other important association information.

- Serve as a primary point of contact for registration-related communications with members, answering questions and providing timely updates.
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Time Commitment:

July-December:

- Minimal time commitment: A few hours may be required in July to issue jersey refunds and about 5 hours in December to set up registration packages for the upcoming season.

January-June:

- Expect 5-10 hours monthly, depending on the volume of registrations and administrative tasks, including managing inquiries, payments, and reports.
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Authority:

- The Registrar has the authority to manage and maintain all registration-related processes and systems, including setting up and adjusting packages, processing payments, and issuing refunds.
 - Authorized to generate and distribute reports from the RAMP system to coaches, board members, and other stakeholders as required.
 - Works in close collaboration with the President and Treasurer to ensure smooth financial operations and compliance with registration policies.
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Commitment:

- The Registrar is expected to attend all board meetings and provide updates on registration numbers, payments, and team setups.
 - Time commitment varies, with more hours required during the registration period (January-June) and minimal hours in the off-season (July-December).
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Term:

This position runs for a two-year term with the possibility of reappointment by the Board of Directors.