



POSITION DESCRIPTION

Position Title: Registrar

Member of: Board of Directors

Accountable to: SMHA Executive

Term: 1 Year (appointed annually by SMHA Executive Committee)

Purpose / Summary: Manages registration processes and records for Stettler Minor Hockey Association (SMHA), ensuring players, coaches and associated teams are properly registered and eligible to play.

KEY RESPONSIBILITIES

- Coordinate and oversee the annual player registration process.
- Manage and update the association's online registration platform.
- Maintain accurate records of all registered players, coaches and team staff.
- Ensure all players, team officials and rosters are properly registered with Hockey Alberta and Hockey Canada and meet all requirements.
- Provide finalized team rosters to the appropriate leagues.
- Maintain waitlists and manage division capacities when registration limits are reached.
- Track and report registration numbers by division to the SMHA Executive.
- Support coordination of player releases / transfers, player affiliations, etc.
- Act as the primary contact for registration inquiries from parents / guardians.
- Work collaboratively with the SMHA treasurer regarding registration fees and payment tracking.
- Obtain HA game sanction numbers and travel permits for teams when required.
- Support policy development and implementation related to player eligibility and registration.
- Communicate important registration deadlines, requirements and updates to association.

REQUIRED TIME COMMITMENT

- Primary workload occurs during the annual registration and team formation period (typically June to November).
- Periodic responsibilities throughout the season related to roster updates, transfers and registration changes.
- Attend monthly SMHA Board meetings and provide updates related to registration.

QUALIFICATIONS & COMPETENCIES

- Strong organizational and administrative skills, with keen attention to detail.
- Communication and customer service skills.
- Computer proficiency, including email, Word, Excel and online registration systems.
- Reliable access to a computer and internet connection.
- Knowledge of SMHA operations, policies and procedures is considered an asset, as well as familiarity with Hockey Alberta and Hockey Canada programming.