



Registration Coordinator

Responsibilities: Carry out the direction of the Board of Directors as it relates to Registration.

Board Decisions and Responsibilities:

- Set the registration / information event date
 - Set the format and agenda for the registration / information event, including special guests and other activities: equipment sales, clothing sales, etc.
 - Establish policy for late registration
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1. Move to online only – consider in-person registration? Promote the registration / information event through multiple mediums (Facebook, banners, flyer to prep age players, etc.).
 2. Work with Web Site Coordinator to ensure registration is updated and active.
 3. Work with the Treasurer to track registration payments / financial assistance forms.
 4. Collect late registrations and fees.
 5. Provide the Board of Directors with updated registration numbers as needed.
 6. Work with the Prep Coordinator to manage Prep Program roster size and waiting list.

Red Wing Youth Baseball Association • P.O. Box 234 • Red Wing, MN 55066

www.redwingathleticassociation.org



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