



Lakers Hockey

CLUB ASSOCIATION

Registrar Functions and Responsibilities

The Registrar's main function is to create and maintain rosters with AHAI and all necessary members of the organization. The Registrar has one vote in all matters of the Board.

Specifically, the Registrar is minimally responsible for:

- Working with AHAI to create and maintain team/organization
 - Attending annual training for AHAI Registrar
 - Submitting request for approval of rosters once players are assigned to teams
 - Initiating the petitioning process if out-of-district players request to play for the Lakers
 - Submitting our "Combined Status Request" annually before June 1.
 - Reviewing all game score sheets and submits requests to AHAI for special awards (e.g. Hat Trick or Shut Out awards.)
- Maintaining all rosters in accordance to USA Hockey
- Retrieving necessary paperwork from all players for registrations
 - Registration/contact information
 - Code of Conduct
 - Physical
 - Consent to Treat
- Creating shareable rosters with pertinent information for other board members and coaches
 - Webmaster – receives roster with player name, number, and team(s) assigned
 - Secretary – receives roster with player name, parent names, and email contact information
 - Quartermaster – receives roster with player name, number, and any requested uniform items for each player
 - Coaches – lists for their team with player name, number, parent names and email/phone contact information. Copy of each player's Consent to Treat should accompany the roster.
- Managing the screening process for any new coach or team manager and maintains related paperwork
- Obtaining travel permits as required by AHAI
- Ensuring coaches are current with credentials
 - Coaching certificate
 - Module
 - Screening
 - Safe Sport