

# **Greenway Amateur Hockey Association**

## **REGISTRAR POSITION DESCRIPTION**

**Eligibility:** Any parent/guardian who has completed the SafeSport training within the last two years and also completed the Minnesota Hockey background check process with a passing result.

**Purpose:** The Registrar is responsible for the association's compliance with USA Hockey, Minnesota Hockey and SafeSport rules and regulations. The Registrar is the primary point of contact and creator of the annual registration process for players.

### **DUTIES**

#### **Player Registration & USA Hockey/MN Hockey Compliance**

- Develop the online registration form; work with SportsEngine to create and activate online.
- Maintain accurate registration information and ensure all players are in compliance with USA Hockey requirements. Collect birth certificates and forward to District Registrar/USA Hockey.
- Verify requirements on USA Hockey portal; verify USA Hockey official roster contains accurate information.
- Maintain DocuSign (electronic signature) Consent to Treat form.
- Work with GAHA Board and Arena Director to schedule on-site registration date(s). Lead on-site registration.
- Maintain the electronic registration system.
- Create registration packet to inform and communicate registration requirements to current and future association members.
- Create flyer to be shared with local preschools and elementary schools announcing registration.
- Ensure full payment of registration fees is received. Follow-up with invoices and collections agency, if needed.

#### **Coach Registration & USA Hockey/MN Hockey Compliance**

- Maintain accurate registration information and ensure all coaches are in compliance with USA Hockey requirements; this includes Coaching Education Program, age appropriate modules, SafeSport, background checks, etc.
- Verify requirements on USA Hockey portal; verify USA Hockey official roster contains accurate information.
- Communicate missing requirements with coaches.

#### **Volunteer Registration & USA Hockey/MN Hockey Compliance**

- Maintain accurate registration information and ensure volunteers (team managers, board members, locker room monitors) are in compliance with USA Hockey requirements.

#### **Oversight of Team Managers**

- Maintain position description for team managers.
- Provide training to team managers.
- Create and distribute team books so team managers can provide evidence of compliance as needed.
- Create and distribute parent/guardian contact lists.

#### **Other Duties**

- Assist Vice President with SafeSport compliance and Locker Room Monitor program.
- Coordinate the USA Hockey insurance programs for GAHA, its teams and participants.
- Create and maintain association information and teams in the official USA Hockey portal.
- Print registration and membership reports as requested.

- Manage the organization Microsoft 365 email accounts and SharePoint.
- Attend Monthly Association Meeting
- Attend district meetings in the fall; report back to the GAHA Executive Board
- All GAHA related documents are saved to GAHA 's system and not stored on personal equipment.
- All GAHA email communication is conducted through the GAHA email associated with this position.

### **Working Relationships**

The Registrar works closely with others both internal and external to GAHA. This includes:

- Other board members
- Team Managers
- Arena Director
- District Director and District Registrar
- USA Hockey and Minnesota Hockey; as needed

**Benefit:** Credit for 15 DIBS concession sessions and 5 non-concession DIBS sessions and player registration fees waived.

Revise June 2020