

REGISTRATION COORDINATOR

(Appointed Position)

Person is appointed into this position by the current voting board members.

Major Role: The Registrar is responsible for keeping an up-to-date record of all registered players and coaches and registering all BBL YHA players/ teams with District 10 and USA Hockey. As an appointed position by the BBL YHA Board of Directors, you are a representative of the general hockey public, working in the best interest of the entire youth organization on behalf of the association's board. You are required to provide status, input and direction to the executive board related to the area of responsibility as defined within this description.

Responsibilities:

- Assist coaches to ensure the required District 10/USA Hockey paperwork is completed for insurance purposes. Provide a copy to the insured player's parents.
- Develop a registration roster, which consists of coaches and player names, addresses, phone numbers, and parent names. The Team Manager will distribute a copy to the coaching staff and team parents.
- Attend District 10 meetings as required.
- Organize registration time and location and insure it is distributed to BBL YHA members.
- Ensure registration dates, times and locations are communicated thru multiple means 4-6 weeks prior to scheduled event.

Communications Examples:

- Becker and Big Lake news papers
- Becker business signs and Community Center signs
- Big Lake Business signs, school, American Legion, etc.
- Register all Coaches and Players for upcoming season.
- Recruit volunteers to help with registration.
- Ensure all players register at their proper level.
- Update rosters of any changes, additions, and/or deletions and notify Team Manager as required.
- Forward all registration monies to Treasurer.

Functional Areas

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Key Competencies:

- Interpersonal skills, ability to collaborate and interact with many people
- Good organization and facilitation skills
- Good written and verbal communication skills
- Positive attitude
- Problem solving and analytical skills
- Self motivated and takes initiative
- Base computer skills including email and word processing is required

Job Requirements:

- Contribute required time which may include weekends and evenings
- Required to attend District 10 defined registration meetings
- May be required to drive to required locations, i.e. arenas or meetings
- Personal computer with word processing capabilities/tools
- E-mail capability, required to maintain and interact via email on a regular basis
- Cellular phone or voice mail capability at residence
- Must provide consistent and regular communications to designated board director

Time Needed for Position: This is a 24-month position that requires approximately 4+ hours weekly, based on the time of year and current level of activities. Requirements may jump to 10+ hours per week during peak activity times.