



## Registrar

The Registrar shall have the responsibility for recording and confirming the registration of all Members, players and coaches in the Association.

Including obtaining all required forms:

- Medical insurance forms
- Birth certificates
- Codes of conduct
- Waivers
- Releases
- USA Hockey registrations
- Or any other forms as required by the Association to participate in the hockey program.

The Registrar shall assist or direct Members in obtaining proper registration with USA Hockey and association registration. The Registrar shall maintain an active Player Member list and ensure that all the guidelines and requirements of MN Hockey and USA Hockey are met by the Members and the Association.

In addition, the Registrar shall file all reports as required under our affiliation with MN Hockey and USA Hockey. The Registrar shall act as the Board representative and liaison with all team managers to ensure that all procedures, policies, rules, reports and requirements are met throughout the hockey season.

The Registrar shall have the responsibility for planning, organizing and announcing the registration period for all individuals interested in participation in the Association's hockey program for the forthcoming year.

The Registrar shall work with HOC in creating:

- Teams
- Rostering coaches
- Rostering players
- Monitoring the official team rosters.

The Registrar shall perform such other duties as may be delegated to them by the Board.