**Volunteer Registrar**

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| **Purpose of role:** | * Support organization (players, coaches and executive) with registration and rostering of teams via RAMP Registration platform
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| **Tasks:** | * Setup packages for Spring and Fall tryouts
* Setup Season registration packages for current season
* Support players and coaches with registration issues
* Work with coaches and compliance officer to ensure bench staff have requirements to be rostered.
* Roster cleared bench staff and players to rosters. Submits rosters to OWHA for approval
* Once rosters are approved, send copy to coach and appropriate executive members.
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| **Dates, times, commitment and frequency:** | * This role is active year round, but primary responsibilities will take place in April/May and then again Mid-August through Mid-November.
* This role is very busy during the initial rostering period (Mid-August- October).
* We ask that you commit to a minimum of 1 year.
* This is a voting position on the Executive Committee.
* Attendance at Monthly Coach/Executive Meetings is a requirement. Meetings are held the second Tuesdays of the month at 6:30pm.
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| **Skills and Abilities Needed:** | * You will need access to the internet and a computer (recommended) or iPad
* Willingness to learn how to use the RAMP Registration System and OWHA annual coaching requirements
* Willingness to troubleshoot with coaches/parents any issues with rostering/registering
* Able to represent SJLS and it’s values
* It’s useful if you are able to see things from other’s points of view (eg. Someone who is new to the organization or RAMP)
* You will have the support of the previous Registrar while you learn the system.
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