**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 |
| **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. |
| **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. |
| **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. |