



Registrar Job Description

Questions about the role before you apply?

Contact Jen Tomkins, Current SJLS Registrar at Registrar@sarniagirlshockey.com

<p>Purpose of role:</p>	<ul style="list-style-type: none"> • Support organization (players, coaches and executive) with registration and rostering of teams via RAMP Registration platform
<p>Tasks:</p>	<ul style="list-style-type: none"> • 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.
<p>Dates, times, commitment and frequency:</p>	<ul style="list-style-type: none"> • 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 non-voting position on the Board • Attendance at Monthly Coach/Executive Meetings is a requirement. Meetings are held the second Tuesdays of the month at 6:30pm.
<p>Skills and Abilities Needed:</p>	<ul style="list-style-type: none"> • 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.