



## Armstrong Cooper Youth Hockey Association Job Description

<b>Title:</b>	<b>Registrar</b>
<b>Role:</b>	<b>Non-voting Board Member</b>
<b>Election/Appointment:</b>	<b>Appointed</b>
<b>Voting Status:</b>	<b>Non-Voting</b>
<b>Budget:</b>	<b>No Budget responsibility</b>
<b>Term:</b>	<b>Three years, year one in the cycle</b>
<b>Compensation:</b>	full hours, receives additional compensation in the form of reduced registration fees and team fee credits, up to \$1,500

**Description/Role:** The association Registrar is acting on behalf of USA hockey, ensuring compliance. The Registrar is responsible for ensuring that the association registration process goes smoothly and is properly communicated as needed to all members inside the association and to new members.

### **Position mandatory requirements:**

- Must attend monthly ACYHA Board of Directors meetings on the second Monday of the month.
- Must attend the annual meeting of ACYHA Membership in April
- Attend the Travel Team Managers Orientation and prep the team books and team roster material
- Attend District Registrar meetings
- Plan and execute the registration nights – 4-8 total
- Manage "Registration" page on Association website
- Account for all skater registrations, including USA Hockey registrations for both
- Ensure compliance for USA Hockey Coaching Certification
- Account for payments received with registrations and provide to Treasurer
- Process paperwork for transferring skaters (waivers in/out)
- Organize team/player records for Manager Books (birth certificates verification, Consent to Treat, Rosters)
- Ensure all Board members, locker room supervisors, and coaches complete a criminal background check, work with MN Hockey on final screening
- Prepare official team rosters and submit to USA Hockey prior to deadline

In-Person Registration:

# **Armstrong Cooper Youth Hockey Association**

## **Job Description**

- Set date and arrange for use of facility (New Hope Ice Arena).
- Update registration materials and get approval from Board members.
- Complete the printing of registration materials and send out to all members.
- Supervise with the help of committee members & other board members.
- Online Registration:
  - Work with NGIN to update online registration information
  - Input and update player's registrations to online database from the In-person registration.
- Traveling Teams:
  - Organize traveling tryout player lists for Tryout Director for each level (youth & girls).
  - Identify traveling teams and transmit TMA's to District 3 & USA Hockey
  - Create Rosters within USA Hockey Portal
  - Prepare and distribute a team book for each traveling team at training session
  - Present Rosters to Dist. 3/USA Hockey for sign off
  - Complete all roster changes by December 31.
  - Collect team books at end of season from all team managers
  - Complete annual report on registration to present at annual meeting
  - Complete annual budget for registration to present to AHYHA treasurer (i.e. Supplies, copies).
  - Training your successor at the May meeting at the end of your term

### **Desired Skills:**

- Strong communication skills
- Strong leadership
- Effective time management
- Strong organization skills
- Ability to work with individuals throughout the organization
- Computer skills; e-mail access, ability to use NGIN
- Positive, helpful attitude
- Ability to attend the monthly meetings and do work between meetings

### **Reporting:**

- This role reports to the Board Chairman