

Shuswap Ringette Association Expectations of the Registrar

Coordinate player registration

- Coordinate the update and distribution of new player registration forms
- Collect all registration fees and coordinate deposit with Treasurer
- Ensure all registration information is accurate and complete
- Monitor any unpaid registrations
- Administer Refund Policy

Provide tax receipts

- Provide accurate fee information for the printing of official tax receipts for the Children's Fitness Tax Credit and obtain Treasurer's signature
- Distribute tax receipts to Director of Managers to distribute to team Managers

Provide information for team formation

- Provide team lists to the Director of Coaches for proper team placement

Distribution of player information to Coaches and Managers

- Photocopy player registration forms for each team and give to Director of Managers to distribute to team Managers

Register all players, bench staff, referees, and volunteers with BCRA

- Input required information into BCRA data base "Karelo"

Coordinate fees payable to BCRA and TORL

- In conjunction with the Treasurer, make sure all fees are paid in a timely manner to BCRA and TORL

Maintain all Confidential Information

- Collect and file in a secure location all documentation (i.e.: registration forms, code of conducts, jersey policy, emergency contact cards, Bench Staff application forms), according to a predetermined retention period

SHUSWAP RINGETTE ASSOCIATION REGISTRAR

Monthly Duties

Congratulations you have been voted into the position of Registrar!

April

- Check Shuswap Ringette website www.shuswapringette.ca:
 - registration form
 - board contact list
- Plan to attend all board meetings
- Plan to meet with previous registrar to obtain binder of information, post office box key, training on computer program and password
- Plan to keep record of all suggested changes to registration form

May

- Attend board meeting
- Have extra copies of registration forms on hand
- Start to create bulk email for each age division
- Have last years managers send out email to team reminding them about the early bird registration deadline
- Prepare a binder with divisions by age and by team
- Check post office box for registrations

June

- Attend Board Meeting
- Check post office box for registrations
- NOTE: Registration deadline June 30

July

- Attend Board Meeting
- Check post office box for registrations
- Start data entry- see data entry procedures

August

- Attend Board Meeting
- Check post office box for registrations

September

- Attend Board Meeting
- Check post office box for registrations
- Prepare numbers of players for each team and team lists for board meeting
- Complete team assignments
- Develop mass email lists and team list
- Notify all players of date of practice and to check website for playdays schedule and league schedule

October

- NOTE DEADLINE: OCT 15 TORL fee submission
- NOTE DEADLINE: OCT 31 Fees submission to BCRA
- Complete form and give to treasurer to attach cheque
- Attend Board Meeting
- Check post office box for registrations
- Enter jersey # s into Karelo
- Enter Bench staff into Karelo

November

- NOTE DEADLINE: Nov 30 Fees submission to BCRA
- Complete form and give to treasurer to attach cheque
- Attend Board Meeting
- Check post office box for registrations
- Enter is not already done so, jersey #'s for all players.
- most important for teams Tweens and up who will play in provincials. BCRA can then generate the teams lists from Karelo

December

- Attend Board Meeting
- Check post office box for registrations
- Tiering forms to BCRA by Dec 1
- Dec 1 is the last date to join a team in U14-U18+ category
- Reconciliation with BCRA to players, and volunteers that are registered and fees paid

January

- Attend Board Meeting
- Check post office box for registrations
- Print and distribute all fitness tax credit receipts

February

- Attend Board Meeting
- Check post office box for registrations

March

- Attend Board Meeting
- Check post office box for registrations
- Have all changes to registration form approved

April

- Attend Board Meeting
- Check post office box for registrations
- Attend AGM
- Have registration forms available and table for registrations at AGM
- Prepare a report for the AGM