

### **Registration Director (Registrar)**

- Reports directly to 4th VP Finance and supports 5th VP Hockey Operations
- Responsible for booking facilities for spring registration.
- Confirm computer bookings and set-up for registration.
- Responsible for the registration and reporting of SPKAC Summer Conditioning Camps.
- Compile division information sheets to be made available at registration.
- Provide copies of fees and privacy statement at registration.
- Request Director and Executive volunteers for registration dates.
- Have copies of Parent Declaration form available for registration and confirm new addresses. (post office address change, internet hook-up/driver's license or cheques with new address)
  
- Ensure all non-resident/import players have Notification to Tryout forms attached with registration and that it is signed by their LMHA President and parents.
- Update executive on registration numbers continuously.
- Keep SPKAC database up to date on releases.
- Ensure all paperwork (waivers/NTO's) are distributed and tracked to the necessary parties. Inform SPMHA registrar and SPMHA Division Directors of all releases to SPMHA.
- Once teams are selected, enter teams on to the Hockey Canada Registry and forward copies to division directors, managers and appropriate executive members.
- Once teams are selected, send team managers and divisional directors contact information for all members to said team. (including affiliates where possible).
- Input tryout rosters for all pre-season tournaments on HCR and provide team reports of roster to Head Coach and Division directors. Continue to update said roster throughout tryout process.
- Enter all affiliates on to the HCR database. Communicate with SPMHA on all affiliations.
- Once all teams are approved on the HCR, send approved team sheets to all divisional directors and team managers in the form of a team report.