

## **Haverford Ice Hockey Club Registrar Job Description**

### **Along With All Other Board Members:**

- Attend and actively participate in HIHC monthly Board meetings - second Wednesday of EVERY month 7-9 pm.
- Help with the parents meeting at the beginning of the year (September)
- Encourage participation by all families in Club events and Fundraisers
- Assist other board members with organizing club events and fundraisers
- Reply to all HIHC emails and other communications in a timely manner.

### **May**

- Manage registration (sending out to current players & any prospective players that have reached out after the 12/31/18 roster locking deadline)
- In 2019: Work with Secretary/Communications to move registration to the online registration tool (TeamSnap)
- Handle all aspects of Registration paperwork
- Keep a current list of registrations (Google spreadsheet) & work with/update the VP of Non-Hockey Operations
- Maintains the list of uniform number assignments for the entire club. Shares list with VP - Non-Hockey Operations for uniform orders.
- Create binders for team managers & reps for contact paperwork & medical information.
- Answer emails from parents & prospective players regarding the registration process with the club throughout the year/season.
- Send emails to parents/players regarding any missing information on paperwork/forms, PIAA paperwork / USA Hockey registration number, etc.

### **Summer**

- Create teams on USA Hockey Portal
- Load players/coaches USA Hockey numbers into the USA Hockey Portal for upcoming year season (2019-2020).
- Create Rosters for each individual league (DSHL [elementary], ILQR [middle school] & ICSHL [high school]).

### **September/October time frame\*\***

- Additional rostering work - the leagues have their own preliminary roster they want to be filled out (DSHL), ICSHL with blackout dates from coaches. This is normally sent over to

either Club President, Coaches or Team Reps  
\*\*may be requested earlier by individual leagues

### **After Assessments:**

- Once Coaches decide on teams (JV/Varsity) create T1 Rosters for each team within the USA Hockey Portal for 2019-2020 season. (T1 Rosters include players, coaches, volunteers, etc).
- Send over to USA Hockey Registrar (Tony Montagna) any needed paperwork (birth certificates, coaching information, etc) to have teams approved.
- Send T1 Rosters to each League (DSHL, ILQR & ICSHL)

### **October time frame**

(before the first game of the season for each team/age group ~~~ the season usually starts the first weekend in October)

- Keep track of the coaches clearances & USA Hockey registration:
  - Three different PA volunteer clearances
  - Verified Volunteers
  - SafeSport
  - CEP certifications & modules
- Load these onto T1 Rosters.
- Keep new coaches updated with paperwork requirements.

### **By New Years Eve**

- On December 31 of every year, the registrar must send over the T1 Link/Roster to every League as this is the roster lockdown date for the season.
- Send these rosters to the full board and all coaches, league registrars, as well as team managers and anyone else that may need the materials.
- Put together the required Paperwork for the Flyers Cup of the current season. It will be sent to all High School Varsity Teams in good standing by the ICSHL.
  - Roster
  - Team Picture
  - Signature from High School AD
  - List of players including the number of games played from current ICSHL website
  - Documentation for players with illness/injury.
- Track & collect monies from players/parents who are interested in purchasing Flyers Cup T-shirts and Programs

### January/February time frame

- Email list of names/dates that all PA clearances have been completed to AAHA representative (Currently: Pete Rothman) [email address?](#)
- Other:
- Attend league meetings as needed [is this only ad hoc or are there some that you are required to attend?](#)
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