



# Role & Responsibility

**Position:** Registrar

## **Description**

This role is a part of the Lorette Minor Hockey Association (LMHA) Executive and Board of Directors. The Registrar will manage and coordinate all participant registration while working closely with the Board, Membership and Teams in both a professional and respectful manner.

## **Qualifications**

- Previous experience acting on a Board
- Excellent communication and organizational skills
- Respect in Sport for Activity Leaders certification

## **Responsibilities**

- Obtain and record a list of players, teams, coaches and safeties and submit to LMHA
- Ensure that all players are properly registered in accordance with Hockey Manitoba and Hockey Canada
- Provide teams with copies of Hockey Manitoba approved, signed rosters
- Complete and remit any addition/deletion forms to Hockey Manitoba zone registrar
- Complete and remit rosters to Hockey Manitoba zone registrar
- Oversee registration of new and returning players to LMHA
- Send Eastman zone registrar a list of all teams and team contacts
- Collect all criminal record checks and child abuse registry forms completed by Coaches, Assistant Coaches and Safeties
- Verify all Coaches, Assistant Coaches, Safeties and Managers have proper certification as required by Hockey Manitoba
- Enforce Hockey Manitoba deadlines for certifications
- Create all registration forms

<b>Original Date</b>	November 18, 2020
<b>Revision #</b>	
<b>Revision Date</b>	
<b>Revised by</b>	Aimee Dickey