



TECUMSEH SHORLINE MINOR HOCKEY ASSOCIATION

Contract Position:	Registrar		
Stipend:	\$6000/year with breakdown Paid Monthly	Breakdown: 15% holdback payable for delivery of Registrar Manual	
Position Type:	Contract (renew annually)		
TSMHA Contact:	President	E-mail: president@tsmha.net	
Applications Accepted By: Tecumseh Shoreline Minor Hockey Board of Directors			
<p>Job Purpose:</p> <p>Provides certification services by administering the Registration and Certification process for TSMHA.</p> <p>Duties:</p> <ul style="list-style-type: none"> • Coordinate online registration system availability and access to HCR for TSMHA workers as required. • Manage and facilitate the registration process for TSMHA: <ul style="list-style-type: none"> ○ Yearly setup of Registration (Registration fees, # teams, etc) ○ Process registration requests (online and manual) ○ Verify registration requirements <ul style="list-style-type: none"> ▪ Adheres to TSMHA and OMHA rules, boundaries, etc ▪ Parent Respect In Sport ▪ Birth certificate copies verified and information stored as required (OMHA) ○ Verify Registration payments are completed and reconcile with Registration database ○ Monitor and follow up on unpaid registrations ○ Monitor and track registration in each division and report as required to VP Travel and VP House • Complete Team Rosters for both Travel and House League Teams including A/Ps by prescribed deadlines <ul style="list-style-type: none"> ○ Verify and communicate Coaching certification requirements for Roster purposes • Be present at all try-outs, clinics, and special programs as required to provide Registration information, facilitate the registration process and collect any unpaid fees and facilitate the Tryout Process including the NRP process. • Report to executive <u>at monthly meetings</u> in prescribed form. • Provides information to membership by answering or directing questions to appropriate TSMHA Board member and requests for registration purposes. • Maintain database of Coaching and staff qualifications. Communicate as needed qualifications due for expiration or renewal. • Maintain database of Coaching and staff clearances and declarations. Facilitate communication, collection and storage of documents on an annual basis. • Ensure all Parent Respect qualifications are completed and verified against registrations. Ensure up to date compliance information is available to VP House, VP Travel and Board as requested. <p>Other Requirements:</p> <ul style="list-style-type: none"> • Act in the best interest of Tecumseh-Shoreline Minor Hockey • Be in good standing with Tecumseh-Shoreline Minor Hockey and the OMHA • Have Internet access and cell phone capability at own expense • Have the ability to make daytime contact with arenas when required • Ensure a backup will be available to fulfill the registrar duties if the Registrar is not available. • Develop (with support of a Board member) a Registrar Manual. (re 15% hold back) • Attend Office Hours at Tecumseh Arena at a minimum of 3 hours per week (schedule to be approved by President and posted on the TSMHA website) <p>Requirements: Skills/qualifications:</p> <ul style="list-style-type: none"> • Reporting Skills, Administrative Writing Skills, Microsoft Office Skills, Managing Processes, Organization, Analyzing 			



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Information , Professionalism,			
<ul style="list-style-type: none">• Problem Solving, Supply Management, Inventory Control, Verbal Communication• Knowledge of HRC system			
Accepted By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	