



## **REGISTRAR ROLE DESCRIPTION**

### **ST. ALBERT MINOR HOCKEY ASSOCIATION (SAMHA)**

The Registrar is responsible for overseeing the registration of all players and coaches in accordance with the policies defined by Hockey Alberta and Hockey Canada.

#### **Key Objectives:**

- Manage and coordinate member registrations
- Rostering players and coaches to teams
- Act as subject matter expert for all matters related to registration; including directives from Hockey Alberta and Hockey Canada

The Registrar reports to the Executive Director and works closely with the SAMHA Administrator, SARHC, the SAMHA Board of Directors.

## **DUTIES AND RESPONSIBILITIES**

### **REGISTRATION**

- Communicate with members and potential members about program registration requirements
- Verify SAMHA and SARHC players reside within the correct draw zone
- Responsible for all player transfers
- Manage all player permission forms



## **ROSTER**

- Verify coaching credentials meet the standards set by Hockey Alberta
- Roster all players and coaches to the appropriate roster
- Roster affiliated players to rosters, uploading accompanying paperwork on their files/transfers
- Obtain approval from Hockey Alberta for all SAMHA rosters
- Administer emergency goaltender requests and overage player, oversized roster applications to League and Hockey Alberta

## **OTHER DUTIES**

- Manage Social Media accounts for SAMHA
- Work with the Executive Director and Hockey Operations VP to establish the number of teams; and place team order to Hockey Alberta annually
- Manage and process all refunds
- When required, attend any Hockey Alberta AGM/Zone Meetings on behalf of SAMHA
- When required, attend Raiders Board Meetings
- When required, support the SAMHA Administrator