

Registration

Term: **2 YEARS**

Experience Requirements

- Basic Computer Knowledge – Internet, MS Office
- BRDMHA Constitution, Bylaws

Responsibilities

1. Become familiar with OMHA rules and regulations regarding registration, rosters and transfers.
2. Configuration of the on-line registration system including the implementation of fees as approved by the Executive.
3. Responsible for the registration of players and ensuring the on-line registration system is kept up to date.
4. Entry of cash payments in the on-line registration system.
5. Assist members with Registration issues.
6. Advise players, families and team staff with regards to OMHA regulations regarding transfers. Obtain proper completed forms and documentation. Enter and track transfer requests on-line.
7. With the assistance of the Travel Director, House League Director, and Director of Player Development roster all registered players and team staff as per OMHA guidelines.
8. Work with Treasurer providing regular reconciliation of registration to ensure all registration receipts are properly recorded in association books.
9. Assist the Treasurer and Travel Director with the collection and reconciliation of fees.
10. Work with the Treasurer to review, issue and reconcile refunds.
11. Assist the Treasurer in preparing adequate working papers for the external Auditor
12. Report current registration numbers to OMHA when requested.
13. With the assistance of the Travel Director, House League Director and Director of Coaching Development, ensure team staff and parents complete required courses and obtain needed certifications.
14. Establish and maintain a convenient registration system and schedule for all BRDMHA members.
15. Complete various forms and remit to OMHA (with payments if required).
16. Work to grow registration in BRDMHA
17. Provide monthly and annual report to BRDMHA Executive during our Monthly and Annual General Meeting
18. Attend all monthly board meetings including Semi and or Annual general meeting as scheduled.
19. Position shall be a two year term elected in even number years.