



Newmarket & District Ringette Association

Job Description

REGISTRAR

It is the responsibility of the Registrar to:

- Prepare the registration form for the season as authorized by the Executive Committee
- Continue with registrations as required
- Field several phone calls regarding the season and fees
- Be available for Demo Days
- Ensure registration information is stored appropriately
- Follow-up on players who have not registered from the previous season
- Provide registration information to the Coach & Player Development for the purpose of preparing teams
- Gather and report all registration information, then submit to Ontario Ringette Association
- Create a list of non-players
- Have coaches sign the TRF's before sending them into the ORA
- Work alongside the Treasurer to create an up to date list
- Attend all meetings of the members of the Association, and the Executive Committee. This includes, but is not limited to the following :
 - Monthly Board Meetings
 - Association General Meeting

Intense commitment between end of August to beginning of January. Slows down significantly by mid-November (once TRF's are in).

Average Monthly Time Commitment: Approx. 6 hrs