

## **Director - Registrar**

Implement and maintain the SYSO registration process to ensure an accurate and timely completion including: updating and maintaining online registrations, forms and data while ensuring that all are in compliance with the CJSA registration requirements.

- Registration of the SYSO membership for spring and fall seasons including players and volunteers.
- Maintain and update as necessary the SYSO registration form and make it available for the timely distribution via website, school take-home, recreation department as well as pre-printed forms for handout to current players by end of each season.
- Maintain “Google” calendar reminder for registration events and deadlines.
- Manage registration funds and ensure timely coordination with the Treasurer.
- Manage refund requests and forward refund requests/records to Treasurer.
- Maintain a database of all currently registered players as well as past players.
- Provide data lists or exports as requested by Recreation and Travel Directors.
- Maintain records of payments and balances owed.
- Coordinate resolution of incomplete registrations, processing of mail-in and online registrations.
- Develop a list of volunteers from the registration forms data and maintain a current list of volunteers at all times.
- Ensure that all players and coaches are registered in accordance with CJSA requirements.
- Timely preparation of player data and division assignments distributed to Recreation Directors for team assignments.
- Following team assignments by Recreation Directors, print and supply rosters, team information lists, email lists and medical consent rosters for each team.
- Upload and maintain registrations to CJSA registration system
- Resize and upload player photos and upload to CJSA registration system for travel players.
- Collect, verify and supply birth certificates or other proof of birth for all registered players.
- Following team assignments by Travel Director, print and supply rosters, team information lists, email lists and medical consent rosters for each team, print and laminate player and coach passes
- Provide necessary insurance and registration fee information to Treasurer for

payment to appropriate Districts.

- Registration duties as they relate to travel tryouts to accept registrations, record tryout numbers, pass pictures and creation of player passes, etc.
- Provide breakdown of recreation and travel registration counts and fees including late fees shortly after start of season.
- Check and respond to email inquiries to Registrar in a timely fashion.
- Administer financial aid- review application information and grant aid based on relative need and funds available as determined by SYSO.
- Upload and maintain summer league rosters to CJSA for high school age groups.