

Registrar

The Yellowjackets Executive Board of Directors is looking to appoint a volunteer Registrar.

The term is two years. (2010 - 2012)

The Registrar will be elected by vote by the Executive Board of Directors and is required to serve a two-year term on the Yellowjackets Board of Directors.

Anyone interested in volunteering for this position should submit their interest in a brief summary to Jason Herbster, President no later than February 15, 2010.

Jason's contact information is:

jason.herbster@firewagonhockey.com

The Registrar Responsibilities

- Administrative position responsible for ensuring all players, coaches, and independent contractors are members in good standing.
- Interact with AHAI Registrar and attend annual Registrar's, Northern Illinois Hockey League and Northwest Hockey League registrar meetings.
- Propose registration due date for players returning from previous season.
- Assist in the distribution of pre-registration forms.
- Propose date to accept new player registrations and advertise accordingly.
- Maintain current registration database.
- Maintain proper birth records, medical treatment release forms, and player Tier II declaration and transfer forms.
- Maintain a wait list in age categories when current capacity is full, adding new registrants on as necessary.
- Provide written report to the Executive Board of Directors when required.
- Provide accurate registration figures by division including a breakdown of goalies, coaches, and managers.
- Ensure that all players and coaching staff are approved and insured by entering into database.
- Provide master list for club President of all registrants by level and teams.
- Process refunds from program during the season and instruct the Treasurer to issue refunds as necessary.

- Provide team rosters and any changes to AHAI Registrar throughout the season .
- Receive and submit Special Event Sanction forms on behalf of all Yellowjackets teams (Travel Permits).
- Prepare team financial reports for FireWagon Hockey Certified Public Accountant.