Guidelines for Position of Registrar:

- ***Familiarize self with the back end of the website, its layout, options, process, etc.***

- With the Directors, decide on registration dates and early bird discount deadlines for the Fall & Winter, Spring & Summer seasons for the upcoming year. These dates should be incorporated into Schedule C of the League's Constitution.

- Familiarize self with the League's Constitution as it pertains to registration rules for teams and players.

- Coordinate with the Waitlist Coordinator the approval and registration process for new players and players returning from an absence of more than 12 months.

- Keep track of players who are interested in moving to Over 45 teams.

For each season:

- Update the website system settings to accommodate the new season for the Over 30 and Over 45 Divisions, including applicable registration fees.

- Update the website for any instructions to do with registration for active, returning, and new players. (Note that a player becomes "inactive" once they have not registered in any of the prior 2 seasons..ie. has not played at any point within the prior 12 months. A "returning" player is someone who has become inactive and would like to resume play again. They can "streamline" back onto their former team, as long as their team approves. A returning player must complete a Returning Player Application form online, a copy of which is automatically sent to the Registrar and Waitlist Coordinator.)

- Post news item on the website and send out automated email to all prior players announcing opening of registration and early bird deadlines.

- Remind teams to hand in their player card rings shortly after their last game of the season just ending.

- Determine if any new teams will be forming in the Over 45 league. Send reminders to team managers to encourage players to register, the earlier the better, for scheduling purposes. Ensure that each team has the minimum number of players registered by the deadline imposed in the Constitution.

- Maintain one "Summary" excel spreadsheet of all of the following:
  - Players who are on leave OR have become inactive
  - High performance players (maximum 3 per team)
  - New player applications (handled by Waitlist Coordinator)
  - Returning players (from absence of more than 12 months)
  - Players requesting team transfers

- Keep a hard copy of the teams' rosters (at the end of each season).

- Copy/paste the registered player data file off the website onto the Summary spreadsheet file (at the end of each season).

- Assemble and distribute the player card rings for each team based on their team's roster of registrants. The remainder of the cards that were turned in from the just prior season should be kept with the rest of the cards of active but not currently playing players. Keep track of these players' cards via the Summary spreadsheet (see above).

- Shortly after each season begins, prepare and distribute by email a Players Pool spreadsheet. (I usually send out the initial version just before the season begins, and then an updated version just after the season begins to incorporate last minute changes and registrations.)

- On the website, update the Team Administration section with any necessary changes in names and contact information for captains, managers and team reps. Save these changes to the Summary spreadsheet, and send an excel file of the Contacts information to the Secretary.

- When the Treasurer requests, prepare summaries of registered player information for insurance purposes.

- When the Vice President requests, prepare summaries of registered players with their addresses and postal codes.