



## ***SOUTH FRASER DISTRICT ASSOCIATION*** **DISTRICT REGISTRAR JOB DESCRIPTION**

### **Qualifications & Job Requirements**

- Strong communication, planning and organizational skills.
- Ability to work and thrive within a team environment.
- Ability to manage priorities and achieve goals and targets.
- Passionate, energetic and ability to show initiative and creative thinking.
- Strong proficiency in various platforms and programs [Google Suite Office, Micro Office Suites] to prepare an update document.
- Successful Criminal Record Check.

### **Registration Duties:**

- Working under the direction of the Senior Administrator, Board Chair of SFDA, Director of Registration and any other designate deemed relevant under the authority and direction of the Board Chair.
- Must have compatible software with BCSA – currently Microsoft Office [iPad / Apple Products / Software are not compatible].
- District Registration for up to 4 clubs calculated by 10 Clubs divided by formula of # of registrants per registrar from previous year into equal components (to be shuffled annually)
- Ensure only forms approved by the Registration team are used.
- Send out formatted Excel forms to club registrars to relevant clubs.
- Receive player Lists by division and teams from relevant clubs.
- Ensure all coaching staff have current CRC's.
- Verify missing ID numbers and new numbers for U11 and new players.
- Ensure all information is correct. i.e. ID number and birthdate.
- Verify birth date and Legal name from birth certificates for U11 and new players.
- Assist and advise club registrars where needed.
- Ensure that Master data is correct and upload to BCSA CRM for each club within deadlines supplied by BC Soccer.
- Correspond with finance committee regarding player numbers and verify numbers on BCSA invoice by club.
- Correlate player information for City of Surrey Operations as requested.

### **BCCSL and SFDA requirements**

- Receive team listing for each club Registrar with team name and staff info from Senior Administrator.
- Ensure information is kept current for contacts during the season for your relevant clubs.
- Ensure data is correct at realignment and send to teams.
- Ensure all age and player numbers are within the age group



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### **League contact for SFDA schedules Q Scripter – league scheduling program**

- Create upload file for players and staff either upload ourselves or have Gordon do it. Depending on what is available and how we set up each season.
- Ensure all updates for contacts are entered.
- Ensure all changes i.e. movement of staff and players are made throughout the season.
- Liaise with Administrator/League Scheduler regarding changes to program.

### **SFDA Schedule**

- Collect all teams for relevant clubs and ensure that they are placed in the correct area.
- Collect all team staff information for relevant clubs and ensure uploaded correctly to SFDA schedule.
- Ensure all relevant teams are entered and cooperate with the Senior Administrator
- Assist with the re alignment of teams at the Re-tier date.

### **Meetings**

- It is mandatory to attend Board Meetings, Competitions Meetings and any other meetings/trainings as instructed by the Senior Administrator and/or Director of Registration.

Please forward resume to Director of Registration Dave McEwan at [srysoccer@gmail.com](mailto:srysoccer@gmail.com)

**This job description is not intended to detail and cover all scenarios in a working environment. It is a general overview of the responsibilities o**