

Volunteer Opportunity: Registrar

Richmond Roadrunners Junior Lacrosse Club

Location: Richmond, BC | Volunteer Position | Seasonal (May–August)

How to Apply: Email president@richmondlacrosse.com with your qualifications.

The Role

The Registrar is responsible for managing all aspects of player registration for Richmond Lacrosse Association (RLA) programs, including Box and Field Lacrosse. This role ensures registrations are processed accurately, families receive timely support, and all data, payments, and documentation are organized in accordance with RLA policies. The Registrar plays a central administrative role that keeps the association running smoothly and efficiently.

Key Responsibilities

1. Registration Management

- Set up, publish, and maintain registration forms for all RLA programs on the RAMP platform.
- Ensure registration settings (fees, age divisions, deadlines, policies) are accurate and aligned with Board decisions.
- Monitor registration numbers and maintain waitlists as needed.

2. Player & Family Support

- Respond to parent and player inquiries regarding registration, fees, transfers, age group placement, and refunds.
- Provide clear guidance on required documents, waivers, certifications, and deadlines.
- Support new families navigating the registration process for the first time.

3. Data & Documentation

- Ensure all player information is accurate and complete in RAMP.
- Maintain up-to-date team rosters and coordinate with team staff to distribute verified lists.
- Communicate with BC Lacrosse Association (BCLA) when required for player transfers, releases, or eligibility issues.

4. Financial Coordination

- Reconcile registration payments with the Treasurer, including payment plans, refunds, and NSF issues.
- Track volunteer deposits and ensure accurate collection and refund processes.

5. Compliance & Policy

- Ensure all players meet RLA and BCLA eligibility requirements.
- Support the enforcement of RLA Operating Policies, including refund policies and age-division rules.
- Provide recommendations to the Board for improving registration efficiency.

6. Reporting

- Prepare registration reports for monthly Board meetings, including player counts, trends, and issues requiring decisions.
- Provide historical and comparative data to support seasonal planning.

Skills & Qualifications

- Strong administrative and organizational skills.
- Comfortable using online platforms (RAMP experience preferred but not required).
- Clear written and verbal communication skills.
- Ability to handle confidential and sensitive information.
- Detail-oriented with strong problem-solving ability.
- Experience in youth sports or non-profit administration an asset but not required.

Time Commitment

- Volunteer position.
- Heaviest workload occurs during early registration periods (fall–winter) and start of the season (January–March).
- Lighter work throughout the season for roster updates, inquiries, and administrative tasks.
- Attendance at monthly Board meetings.

Support & Reporting

- Reports to: **RLA President** and Board of Directors.

- Works closely with: Treasurer, Division Managers, Coaches, Volunteer Coordinator, and Communications/Marketing.

Why This Role Matters

Accurate and timely registration is critical for team formation, scheduling, budgeting, and program planning. The Registrar ensures that every athlete's season begins smoothly and that the association operates with transparency and reliability.