



Registration Coordinator

We need help ensuring players are accurately and promptly registered for the season. Looking for one volunteer to coordinate the registration process.

The registration coordinator is responsible for ensuring all information is correct in the online registration system, manages the registration email inbox, coordinates financial aid process, communicates with board members regarding registration progress, and completes a variety of administrative tasks related to registration.

This role is to be filled by one volunteer with support from several board members.

Time commitment:

- This is a minimum of a three season commitment
 - One season being trained, one seasons solo, and one season training the next person
- Primary workload is during the registration windows
 - Spring season is February - April
 - Fall season is June - August
- During the registration window, this is a *daily* average of 15 minutes of emails and 15 minutes of administrative tasks for a total of 30 minutes per day
- When registration is closed, an away message is utilized and the *weekly* average is 15 minutes of email and 15 minutes of administrative tasks for a total of 30 minutes per week
- Mandatory monthly board meetings are hybrid the second Tuesday each month

Roles and responsibilities:

- Submit to the secretary a board meeting agenda item for January: Board must vote on the cost for registration and set the dates for registration.
- Review previous year's registration calendars, create an updated calendar with recommended dates for the current year, and present to the board in January: early bird, regular, late, and closed dates for both spring and fall seasons of that year
- Review the registration information in PlayMetrics, input updated information such as birth years by division, calendar, pricing, etc. This can be done alongside Webmaster.
- Collaborate with other volunteers to ensure all the registration questions are accurate and then update in PlayMetrics:
 - Risk management: background checks
 - Treasurer: Requirements for Insurance
 - Volunteer coordinator: Open positions
 - Uniform coordinator: sizing questions
 - Other
- Collaborate with board members to decide on discount amounts. Create discount codes for volunteers to use: Board members, commissioners, long-term volunteers, etc..
- Update the schedule spreadsheet
 - Save in shared drive
 - Collaborate with webmaster to post on website
 - Collaborate with social media to post on Facebook
- Support recruitment of players by sending emails, coordinating with marketing, and notifying board of directors registration is open



Registration Coordinator

- Keep board members updated on registration numbers via email and at board meetings
- Midway through registration season, meet with vice president and president to review current registration numbers, compare to last year and determine next steps. These can include:
 - Put a cap on division sizes (in put this into Sports Connect)
 - Coordinate with Marketing to increase advertising for certain divisions
 - Recruit more coaches
 - Stay the course
- Move players around in the registration system as needed, such as a division waitlist opens up or a player is registered for the wrong age group
- Manage the financial aid request process by responding to email requests, collecting required documents, inputting family information into excel spread sheet, and getting approval from director's email inbox
- Coordinate with the Volunteer Coordinator to ensure Commissioners are recruited
- Be available to support the Commissioner training day to teach them to use Sports Connect
- Update the Commissioner's report in Sports Connect
- Manage email inbox
 - Respond to questions and complete associated administrative tasks
 - Create, update, and use email templates
 - Set email away message as appropriate
- The majority of workload finishes the first Saturday of the season. At this point, be available once a week for 15 minutes of emails and 15 minutes of administrative tasks. Attending a majority of hybrid board meetings is also required.