



## Registrar

First, thank you for volunteering to be the Registrar. You are the voice of Vernon Baseball. All issues and concerns on and off the field will be directed through you. You are responsible for the planning and execution of a successful season. Below is a list of the common duties of the Registrar. If you have questions that have not been answered here, please seek support from the Vice President.

### Role

The Registrar's primary responsibility is receiving registrations, divide players into age appropriate divisions and distribute information to coaches. In addition, the Registrar must communicate effectively with Vernon Baseball Executive, coaches, umpires and parents as required. Finally, the Registrar must facilitate a healthy, fun and educational environment for kids, coaches and parents; and inspire the principals of sport through the game of baseball.

### Duties

**Monthly Meetings:** Attend monthly Vernon Baseball Executive meetings to discuss league topics. Vote on changes to policy, expenditures and contribute new Ideas. Understand Vernon Baseball policies, Code of Conduct and the rules that apply to each division.

**Pre-season:** Work within the Karelo program to receive registrations, collect fees, create lists and distribute tax forms. Divide players into age groups and distribute the lists to the Division Directors. Keep Director's informed of any late registrations and player / parent requests. Set a division player cap with each Director and create wait lists. Distribute a list of coach applicants to the Vice President. Enter all manual registrations into the system. Collect all monies and notify the President on all outstanding funds. Send all player and coach information to BC Minor Baseball before cut-off date.

**Communications Director:** Will assist you to create a registration form, update website, and advertise registration venues. This may include all camps and clinics

**Secretary:** Will assist you with previous player information, archived board decisions and information regarding policy.

**Treasurer:** Work with the Treasurer to create the systems of payment and collection. They will assist you with the handling of deposits, NSF cheques and refunds.

**Summary:** This job title comes with are large work load over a short period of time. Planning ahead and utilizing the executive is your top priority. Being a good communicator and having the ability to work with others is an asset. The Registrar has the full support of the Executive. Be creative, Vernon Baseball is always looking for ways to improve.