



INDUS MINOR HOCKEY ASSOCIATION

www.indusminorhockey.ca

Registrar

The Registrar is responsible for ensuring all players in IMHA are registered according to HA requirements. The Registrar also provides assistance to the Treasurer on matters related to payment of registration fees. The Registrar is a voting member of the Board and is required to attend regularly scheduled meetings.

The Registrar shall keep a record of all members of the association and their contact information, send all notices of the various meetings as required and shall collect the annual dues or assessments levied by the IMHA. Such monies shall be promptly turned over to the Treasurer. The Registrar shall also file with the governing minor hockey associates all necessary documents.

Registration Responsibilities:

- Coordinate and administrate the Hockey Canada Registries online registration of players prior to the beginning of the season
- With assistance from the Treasurer, ensure only families in good standing can have access to the Hockey Canada Registries Online Registration System
- Add any necessary account balances to member registration fees for the upcoming season
- Keep an ongoing tally of registered players such that the Board can begin planning for the upcoming season

Start of Season Responsibilities:

- Coordinate HA and CAHL online registration in a timely manner, ensuring residency, release forms and birth certificates are in order
- Prepare summary of players registering at each level (U7 through U18)
- Provide assistance to the Treasurer on collection of fees
- Provide player lists to Director(s) of Hockey Development & Director of Intro to Hockey
- Coordinate BVAS membership fees and email distribution lists
- Coordinate and maintain HCR online registration

During Season Responsibilities:

- Ensure any late registering players are fully registered with HA and CAHL and ensure appropriate release forms have been obtained prior to a player playing their first game with IMHA
- Ensure player eligibility in HA for provincial play-downs

Term: 2 years – rotating on odd years