

# Woolwich **Girls** Minor Hockey Association

## Executive Position: Registrar

### Skill Set Required

#### Necessary skill sets:

- - Word, Excel, and RAMP
- - Organization and detail oriented
- - Able to work to deadlines
- - Interpersonal skills
- - Documentation
- - OWHA Rules and Regulations
- - Good with numbers
- - Good financial sense
- - Patience

### Job Description

Update RAMP for online registration including divisions, fees, and set up packages

- Register players starting April ongoing until December
- Confirm Birth Certificates when required for players first year playing hockey
- Submit ITR midsummer. (Deadline)
- Re-categorize teams as required. (Deadline)
- Meet with coaches during tryout process with President and Vice President to determine roster size
- Register new teams as required with RAMP & OWHA (deadline)
- Download and fill out a team finance form for each team and submit to OWHA. (Deadline)
- Calculate fees payable to the OWHA. (Deadline)
- Send email to OWHA for any changes required to registration ex players name or DOB incorrect or wrong package selected
- Members of Executive and Bench staff can register their position on RAMP
- Update system with new credentials.
- Roster all teams on RAMP, submit electronically to the OWHA for approval, adjust if rejected, resubmit. (DEADLINE)
- Obtain signed Rosters from the teams and Submit to OWHA by mail (DEADLINE)
- Track Permission to Skate forms to and from Woolwich
- Track players release forms to and from Woolwich and submit when required to the OWHA
- Track Registration numbers from April until September and report monthly at executive meeting

- Ensure all players are registered with Woolwich or another Association before going on the ice in September for the first time (insurance coverage)
- Send Bond payment to OWHA for teams competing at Provincials
- Transfer Players in and out of the Association in RAMP system.
- Recommend Teams as per registration Numbers.
- Attend WGMHA Monthly Meetings.
- Cheque Co-Signer (Assoc)
- Generate report summary for the AGM

## MONTHLY BREAKDOWN

### January

- This is usually the slowest Month
- Create and Email Teams that have lost "OWHA Official Roster" in a pdf format
- Update Executive on Registration Numbers. They can change right up to December 31st which is the deadline set by the OWHA

### February

- For the March Executive meeting, create a list of how many players in each level. ie U11, U13 etc., for next year. Adjust the year so that that the players are reflected for next year.

### March

- Work with the Executive to create the new base rate for next year. Table the Rep fee until June.
- Prepare for the April registration
- You will be asked for releases or permission to skates before the April date. You cannot hand these out until after the provincials.
- Update RAMP with new details for the next seasons registration

### April

- Open online registration and start preparing for tryouts
- Requests for Permission to Skates are done during this month -they must follow the OWHA guidelines until September but don't do it. Keep track of who asks for these.
- Keep a copy for you to reference if you get a call from the other centre.
- People will NOT give you any notice and they will expect you to jump through hoops to get these to them.
- Set up a Registrar table at first 2-3 tryouts for every division.
- Collect tryout fee, ensure returning player are registered, and collect info on imports to be able roster them if successful.
- Highly recommend coaches collect contact info on their players for releases.

### May

- Continue with tryouts for second tier teams.

- You will get phone calls, emails and mail regarding registration.
- You may get requests for releases at this time after the try-outs. You will need to approve Release on RAMP.
- The end of May is the First Rate increase.
- Every Month report to the Executive the Numbers by division.
- You usually get an update for the OWHA on the costs. Sometimes you get money back.

#### June

- Continue to monitor online registration while working on rostering teams.

#### July

- At the end of this month, the second rate increase is applied. The end of the month will be really busy with Registrations from current Woolwich Wild players.
- Continue to monitor online registration.

#### August

- This is probably the second busiest month.
- You will get requests for Permission to Skates this month. Some ice times start late August but usually early September. Keep track of the ones you had out, it will be important to your team numbers.
- OWHA - you have until the end of the month to file the Intention to Register or ITR electronically using RAMP.
- Prepare for tryouts if there is another set of tryouts.

#### September

- Tryouts again if required.
- No player is allowed on the ice without being registered especially current association members. I have been a little lenient on new Novice or Rookie players but no more than 1 ice time.
- You should attend the first ice time for all rep try-outs or get someone to cover for you.
- Second teams will also need to be checked in and those that did not pay for the first try-out will need to pay at the second.
- LL coaches and liaison will want list of numbers and contacts so they can call everyone to make sure they come to the rink.
- Don't get sucked into calling people or sending out emails, this is a time consuming task and you have lots to do.
- Re-categorization of the REP teams has LLFHL due date. Usually 5 days before OWHA due date, around September 26th.
- Any player moved from another Centre must be requested to move from the RAMP system before they can be assigned to a team. After the request, it is usually done inside of 12 hours.
- Oct 1st is your deadline to have all of the REP rosters signed by the teams, into OWHA in Mississauga with a cheque for this. Turn-around time for the electronic WAIVER approval before signatures is usually 24-48 hours. \$ penalties start after October 1st and no team can play any league games until the rosters are approved. Turn around time after signed Waivers are submitted is usually 24-48 hours after the get them.

- A separate cheque is required for the Provincial's Bond of \$150 per rep team registered.
- All releases from other centres must also be sent into the OWHA.
- All LL Waivers and Rosters along with a cheque need to be submitted by November 15th.
- Registrations will continue to flow in for LL and a few rep requests. Novice and Rookie usually.

### October

- This month you will be giving or emailing if you prefer, PDF copies of the Approved Roster to all the rep teams. This must be printed from the RAMP web site.
- Make sure that all rep teams pay the right amount rep fees, add this to the master excel sheet.
- Keep track of the number of staff and extra costs. Confirm with Jacinta.
- You will be spending time in this month requesting changes to player's information if they noted them on the waivers. Birth Dates and Names can only be changed from the OWHA.
- You will also be going back and adding new coaching, trainer's certificate numbers to their profile in the RAMP system.
- You will continue to get registration questions.
- This is when you start the LL team Rosters on RAMP.
- Create the Waivers and get them to the teams for signing. They don't have as much ice time as the Rep teams so they usually take longer to return to you.

### November

- Complete the Waivers, send them into the OWHA with a payment before November 15th.
- Create any changes for the names and birthdates of any of the LL teams.
- This month you will be giving or emailing if you prefer, PDF copies of the Approved Roster to all the LL teams. This must be printed from the ITSports web site.
- You will also be going back and adding new coaching, trainers certificate numbers to their profile in the RAMP system.
- Update registration numbers for the executive.
- If we have a DS team, the end of the month is when the waiver can be created.
- Some teams may still be adding players at both rep and LL levels.

### December

- During this month, some teams may still be adding players. You have until December 31st to add any players to the teams.
- You will get questions about teams, rules etc. You will also be asked to re-send Roster PDF as teams lose them or there are changes.