

Hockey Office Coordinator/Registrar Job Description

Role

- Shall serve as the primary point of contact for the Membership of the Woolwich Minor Hockey Association (otherwise referred to as "WMHA" in this document).
- They will be accountable for the day-to-day administrative operations of the WMHA.
- Shall report to the President of Woolwich Minor Hockey.
- Shall ensure the affairs of the Association are conducted in a professional manner.

Areas of Responsibility

- Will be responsible for the Administration of the day-to-day operations of the organization
- Prepare reports and respond to requests for information from the Executive Board
- Maintain registration of membership as defined by the OHF/OMHA
- Ensure all Members and Executive abide by the By-Law and Constitution of the Association

Hockey Operations

- Follow OMHA/OHF and Hockey Canada Rules and Regulations for rostering of teams and leagues
- Advise on player eligibility regarding affiliation, age categories, etc. in accordance with Hockey Canada and OMHA/OHF Regulations.
- Assist with Hockey Canada, OHF/OMHA and International Player Transfers
- Liason with Coaching Staff and Team Administrative Contact
- Act as liaison between OMHA Administrative Staff/Regional Director and Association (Members and Executive)
- Initiate new program ideas and initiatives, through collaborative input from Staff, Board, Committees and Membership

Registration

- Act as Registrar for the Association
- Set up HCR annually, to intake registration – including tryout fees and registration payments
- Assist membership in navigating registration system
- Collect registration fees and report information to the WMHA Treasurer
- Ensure registration is paid by all eligible members and work with the Treasurer to ensure all fees are collected

Administration

- Responsible for contact with membership, assessing the requirement of the contact and distributing to appropriate volunteer Directors
- Manage the membership requirements in the appropriate registration system
- Prepare rosters per OMHA and OHF guidelines, submitted for approval in the appropriate manner
- Request Travel Permits for teams – including tryout games, exhibition games, Select games and tournaments
- Assist VP Of Coaching and Coaching Staff to ensure proper qualifications are obtained for roster approval
- Attend tryouts to assist at check in table, with tryout fee collection and residential issues/paperwork (NRP passports)
- Attend WMHA Executive meetings and provide updates on office responsibilities and duties

This role will mostly function remotely, with some hours at our Office at the Woolwich Memorial Centre required during peak times.

Hours to vary throughout the year, 24 – 40 hours per week. Weekend and evening hours will be required.

Please email resume, with salary expectations to: job@woolwichminorhockey.ca

