

**BAYS UNITED FOOTBALL CLUB
REGISTRATION/ADMINISTRATION SUPPORT**

BOARD AND MEETINGS

- Prepare and distribute agendas for Board Meetings
- Book Venue for Board Meetings
- Take, transcribe and distribute minutes from Board Meetings
- Provide monthly registration reports to Board
- Attend all meetings as required and /or requested, by the Executive, Coordinators, Special Events Coordinators

ANNUAL REGISTRATION ADMINISTRATION

- Create identification cards as required for teams involved in out of district play
- Shred all confidential forms and cheques
- Annually revamp registration form/ online system
- Provide webmaster with updated registration information(approved by the Executive) for the web site
- Special Events
 1. Coordinate and attend in-person registration day at the Oak Bay Recreation Centre
 2. Attend first session of each division's assessments to collect registration and determine eligibility of players

INFORMATION/LIAISON

- Respond to all emails enquires regarding registration
- Forward all messages/mail to the appropriate member of the Board
- Distribute all information from BSCA/LISA to the appropriate coaches/coordinators
- Send out bulk emails for Board/coaches/coordinators/technical directors

DATABASE MANAGEMENT AND REGISTRATION ADMINISTRATION

- Clear Bays post office box
- Promptly process all incoming registrations in the on-line system
- Ensure that all registrations are accompanied by the necessary documentation & fees
- Follow up on all incomplete registrations
- Train/update all division coordinators re: managing their players in the on-line system
- Handle refund requests and uniform deposits
- Forward and track financial aid requests for the Executive Registrar

BOOKKEEPING

- Deposits of all fees to Coast Capital Savings Credit Union
- Ensure all invoices are verified
- Prepare cheques for signatures and distribute
- Submit monthly records to the Treasurer
- Follow up on all NSF cheques

