

QSC REGISTRAR DUTIES

BY-LAWS – REGISTRAR: The Registrar shall plan and supervise registration. He shall also be responsible for overseeing and/or having the required registration forms completed, signed and fully prepared for submission to the governing body, be it a travel league or the State Association, for each of the club's programs, by the said body's required registration date. He will also prepare and submit roster sheets of each team of both Intramural and Travel Team players and coaches with the aid of the program coordinators. The Registrar will be responsible for setting dates and deadlines for submissions to the Registrar of completed forms from the coaches. When help is needed to fulfill any of the above requirements, he shall organize a work force from Club members.

TRAVEL

- RG -1 – Club Registration with EPYSA
- Register all Club Players and Team Coaches with EPYSA and respective Leagues
- Ensure all Coaches meet Club and League rules for Licensing
 - Retain Copies of all Licenses for Travel Coaches
- Work with Travel Coordinator to Register all Teams with Leagues
- Devise and Roll-out Registration Process for Coaches and Teams
- Process any Add/Delete/Changes for Travel Teams
- Answer League and EPYSA Questions for Club and Teams
- Ensure compliance with EPYSA background checks

IM

- Generate IM Fees to send to EPYSA
 - Completed 2x/Year – Due 4/15 & 10/1
- Ensure compliance with EPYSA background checks

GENERAL TASKS

- Key Assignor and Recorder
- Insurance Coordinator
- Sarah Parvin Tournament Logistics Coordinator
- Update Social Media (Facebook, Twitter)
- Webmaster
- Attend League Meetings as needed
- Attend Monthly Executive and Club Meetings
- Attend Coaches Meetings as Needed

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TASKS BY MONTH

JANUARY

- Process any Add/Delete/Changes for Travel Teams
- Assist with Indoor Tournament Dates as Needed
- Travel to League Office as Needed to obtain passes and rosters for the new season

FEBRUARY

- Process any Add/Delete/Changes for Travel Teams
- Assist with Indoor Tournament Dates as Needed
- Assist with Travel Awards Ceremony as Needed
- Travel to League Office as Needed to obtain passes and rosters for the new season

MARCH

- Process any Add/Delete/Changes for Travel Teams
- Assist with Indoor Tournament Dates as Needed
- Ensure Board Completes Risk Management
- Ensure all IM Coaches complete Risk Management
- Complete EPYSA RG-1 for Club
- Travel to League Office as Needed to obtain passes and rosters for the new season

APRIL

- Process any Add/Delete/Changes for Travel Teams
- Assist with Outdoor Tournament Dates as Needed
- Initiate Sarah Parvin Logistics (SPT) Tasks
- Complete EPYSA IM Payment for Spring IM

MAY

- Process any Add/Delete/Changes for Travel Teams
- Risk Management e-mail to Committees and Coaches
- Yearly Team and Player Registration e-mail to Travel Team Coaches
- SPT – Attend Leadership Team Meetings
- SPT – Logistics Tasks

JUNE

- Process any Add/Delete/Changes for Travel Teams
- SPT – Attend Leadership Team Meetings
- SPT – Logistics Tasks
- Ensure all teams submit proper documentation for Pass and Roster generation

JULY

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- Process any Add/Delete/Changes for Travel Teams
- SPT – Attend Leadership Team Meetings
- SPT – Logistics Tasks
- Ensure all teams submit proper documentation for Pass and Roster generation

AUGUST

- Ensure all teams submit proper documentation for Pass and Roster generation
- Process any Add/Delete/Changes for Travel Teams
- Travel to League Office as Needed to obtain passes and rosters for the new season
- Ensure Certificates of Insurance are generated for all QSC related locations (Club, Borough, Schools, etc.) and forward onto appropriate contacts

SEPTEMBER

- Process any Add/Delete/Changes for Travel Teams
- Complete EPYSA IM Payment for Fall IM & Academy
- Travel to League Office as Needed to obtain passes and rosters for the new season

OCTOBER

- Process any Add/Delete/Changes for Travel Teams
- Travel to League Office as Needed to obtain passes and rosters for the new season

NOVEMBER

- Process any Add/Delete/Changes for Travel Teams
- Travel to League Office as Needed to obtain passes and rosters for the new season

DECEMBER

- Process any Add/Delete/Changes for Travel Teams