



# Cloverdale Minor Baseball

## Registrar Job Description

### General Duties

- Create and distribute registration forms for both the Regular Season and Summer Ball Season.
- Arrange newspaper advertising for Registration Day(s).
- Orchestrate Registration Day(s)
- Receive all players' registrations and fees for the Regular Season and Summer Ball Season.
- Turn all collected fees over to the Treasurer.
- Keep a list of all player names, addresses, personal information and date on which they become a member.
- Submit player information by division to BC Minor Baseball.
- Submit annually a list of all registered players and their addresses to Surrey Parks & Recreation.
- Supply lists of players and coaches in each division to the appropriate Division Coordinators.
- Supply list of volunteers to each volunteer coordinator. (ie: Fun Day Volunteers, Parade Committee, etc.....)
- Keep uniform and concession deposit cheques on file and make them available for cashing, if duties are not fulfilled or uniforms not returned.
- Keep track of all Registration NSF's and make sure that all monies are collected including the penalty fee.
- Make sure that all out of catchment players have signed Player Release Forms.
- Collect and file Birth Certificates. Apply to the Treasurer for any player Refunds
- Accept telephone inquiries.