
MORE COMMITTED ROLE

REGISTRAR

SLVYHA Volunteer Role · More Committed

THE QUICK VERSION

What it is: Manages player and coach registration, verifies eligibility with USA Hockey and CAHA, and keeps rosters accurate and compliant.

Time commitment: Handbook estimates up to about 10 hours per week, heaviest during registration season.

When: Year-round with peaks at registration; ongoing roster and compliance work through the season.

Requirements: - Attention to detail and comfort with registration databases/compliance platforms -

Good for you if: You're detail-oriented, organized, and comfortable with online systems and deadlines.

Can you still watch your kid play? Yes, this is administrative work, not game-day.

WHAT YOU'LL DO

- Manage the registration process
 - Verify and confirm each player's SLVYHA registration, USA Hockey registration, and date of birth
 - Work with the Treasurer to receive registration fee payments
 - Ensure rostered players and coaches meet all USA Hockey, CAHA, and SLVYHA requirements
 - Verify and track that everyone who needs SafeSport training has a current credential
 - Ensure game rosters are accurate and compliant
 - Organize and coordinate USA Hockey coach certification
 - Maintain all registration records
 - Present the registrar report at monthly board meetings
 - Submit game suspension records to CAHA VP of Discipline and USA Hockey when applicable
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HOW TO DO IT

- Use the registration software and USA Hockey/CAHA compliance platforms
- Cross-check birthdates and registrations for eligibility
- Coordinate fee collection with the Treasurer
- Keep rosters current and submit required records to CAHA/USA Hockey

WHAT'S PROVIDED VS. WHAT YOU BRING

Provided: Access to the registration systems and the support of the Treasurer and board you'll work alongside.

You bring: Attention to detail and reliability with deadlines and compliance.

WHAT "DONE WELL" LOOKS LIKE

Every player and coach is properly registered and eligible, rosters are accurate and compliant, fees are reconciled with the Treasurer, and required records reach CAHA/USA Hockey on time.

WHO TO ASK WHEN YOU'RE STUCK

Reports to / coordinates with: Works with the Treasurer (payments) and the board; interfaces with USA Hockey and CAHA.

Questions about this role: the board

INTERESTED IN A ROLE THAT'S ALREADY FILLED?

Don't wait for it to open up. Reach out to the person currently in the role, let them know you're interested and willing to help. Many hands make the work lighter, most role-holders are glad to share the load, bring on an assistant, or start showing someone the ropes for when the seat does open.

HOW TO SIGN UP

This is an appointed position. To be considered:

1. Send the board your statement of interest and a short bio.
2. The board votes on appointments at the following monthly meeting.
3. Once appointed, complete any required training (see Requirements above).

What happens after you're appointed: You'll be brought in and shown what you need to get started.

Questions about volunteering in general? See the Get Involved section of the Resources Tab, or contact the board.

Full official duties: see the SLVYHA Bylaws (Article V) and Handbook.
