**JOB DESCRIPTION**

**Title:** Spearfish Soccer Association – Registrar (Non-voting Board Position)

**Reports to:** Spearfish Soccer Association Board

**JOB SUMMARY:**

Overall Responsibility – The SSA board may hire a Registrar, whose duties shall be to assist the Association in the registration process and player card renewal of its members through the South Dakota Youth Soccer Association. The registrar will take information from Spearfish Soccer Association’s registration process, and submit the required data to the state organization to ensure the association and its members are carded and insured properly.

Key Areas of Responsibility – The Registrar shall possess administrative ability and computer skills, and knowledge of our registration software and database systems. As the Registrar may interact frequently with our members of our soccer community, good communication skills are required. They will remember that they represent the board in this capacity and will act accordingly.

Administrative Roles may include, but are not limited to the following:

* Set-up the season through our registration software.
* Send reminder notices to the membership, and convey other important information about registration requirements.
* Provide assistance with player registration process and collection of fees.
* Facilitate player card distribution, and assist with league rostering systems, including suspended player lists.
* Prepare and submit player data to SDYSA
* May act as Insurance Officer and process certificates of insurance, personal injury, and or liability claims.
* Coordinate new jersey numbers to new members of our association through our equipment supplier.
* Other duties as may be assigned from time to time.

**Consults with**

The Registrar reports directly to the board, and shall work in cooperation with them, and other Spearfish Soccer Association volunteers and employees in all aspects of the registration related needs of the Spearfish Soccer Association and the South Dakota Youth Soccer Association.

**TERM**

The registrar position will be an annual contract that is appointed during the AGM (April Meeting) and will be a 1-year contract after agreement by the board. Per our by-laws, it takes a 2/3 vote to appoint the registrar position. This contract will automatically renew, unless a motion is made to replace or a resignation is offered 30 days prior to the AGM (March 1st). The Registrar will be paid $5.00 per participant each season (Fall, Winter, Spring). For an idea of total pay per year, last season 23-24, we had a total of 866 participants throughout the 3 seasons, which would equate to an annual gross amount of $4,330.00.