

Club Registrar

Description of Role & Responsibilities

Last Updated: October 24, 2023

Voting Position

This person holds the overall responsibility for the CNSC Team and player registration process with the Peel Halton Soccer Association, Ontario Soccer and the Ontario Soccer League. The Club Registrar is the main liaison with PHSA from CNSC.

Club Registrar is responsible for the Player & Team Officials registration of:

U8 - U12 Festival Teams (Approx: April & September)

U13+ Competitive Teams (Approx. April & September)

Mens/U21 (Approx. End of April)

Grassroots (One upload in Mid Summer)

Duties & Responsibilities:

- Implement and maintain the CNSC registration process to ensure accurate and timely registration of all members / coaches and team officials for the Outdoor Season and the Fall/Winter Indoor Season.

Outdoor Season Specifically:

- Team Registration: U13+ (Deadline Mid. Feb or as communicated by the district)
- Team Registration: U8 - U12 (Deadline Mid March or as communicated by the district)
- Player Registration U13+ , U8 - U12
- Player Up forms as required
- Team and Player Set up in OSCAR / Power Up
- Follow up and work with all teams to have documents accurately submitted on time (to avoid fines) and communicate all requirements of team managers for the Power Up system, game sheet generation etc.
- Communicate Player Card Requirements / Be the point person to submit all new player card requests.

Indoor (Fall/Winter) Season Specifically:

Same as above plus:

Team Registrations with specific indoor leagues (MYSL, D-League, PISL etc) & coordination with Club Admin for payment

Ongoing:

Ad hoc player registrations out of cycle / adding them to official registration, obtaining updated stamped rosters and creating new player cards as required.

Coach Certification Management:

Oversee the certification status of coaches at the club and ensure that they are aware when they need to complete the next course / if a course is expiring or if Ontario Soccer or PHSA have any new requirements introduced.

- Create and Maintain a coach inventory of all coaches and their certification status / expiry dates
- Ensure that coaches are provided with appropriate info on new requirements for ongoing phases
- Work with Team Officials on obtaining their appropriate vulnerable sector screening