

Southwest Michigan Women's Soccer Association Board Job Description

Title: Registrar

Description: Processes registrations and distributes master list to board members and team contact persons. Deposits registration fees in association account.

Length of Commitment: One year (two seasons).

Time Involvement: Three to five hours per week during registration period.

Responsibilities: Receives all team and individual registrations and rosters.

Prepares record of teams and scorecards and distributes master list to board members and team contact person.

Responsible for administration of team records and registrations including but not limited to, accepting late registrations, assuring that players and teams fit within SMWSA guidelines and bylaws.

Works with board member to organization of pre-season promotion and publicity for SMSWA league: including but not limited to, posting of signs and flyers at Soccer Zone, promoting league in newspapers.

Works with board members to set up divisions and place teams in those divisions.

Works with board member to handle all matters including concerns from participants.

Responsible for opening and closing of the facility as board directs.