



## Menomonie Area Soccer Association

<b>Job Title:</b>	Registrar	<b>Job Category:</b>	Volunteer
<b>Association:</b>	Menomonie Area Soccer Association	<b>Governing Authority:</b>	Menomonie Area Soccer Association Board
<b>Remuneration:</b>	\$5.00 per child registered per year	<b>Location:</b>	Menomonie, WI
<b>Contact:</b>	MASA Board	<b>Appointment:</b>	Elected
<b>Calendar:</b>	June 1 to May 31 Earlier transition with outgoing board member	<b>Election cycle:</b>	Annual Meeting (Spring)
<b>Term:</b>	Two years	<b>Board of Directors</b>	Voting Member Meeting attendance required
<b>MASA website:</b>	<a href="http://www.menomonieareasoccer.org">www.menomonieareasoccer.org</a>		
<b>Notes:</b>	A majority of votes at Annual Meeting is required to elect a person to the Board		

### Job Description

#### Role and Responsibilities (according to constitution under Article 2. Club Officer, Terms and Duties):

- Be responsible for registering all accepted applicants within the Association.
- Forward registration information to WYSA and MYSA District registrars, coaching direction and others as required.
- Certify birth dates as necessary and accept required forms and fees from Association participants.
- Advise the Board of registration numbers, player fees paid and owed, requests for scholarships, and requests for refunds.
- Advise the Board of potential coaches and other volunteers.
- Coordinate with the Recreational Play Coordinator and Coach Coordinator the assignment of players and coaches based on registration numbers, genders, ages and skill levels.
- All fees shall be given to the Treasurer for deposit.
- Print and distribute team rosters to coaches.
- Serve as liaison to WYSA District 9 Registrar.
- The Board may appoint assistant registrars to help in performing the Registrar's duties.
- Be a voting member of the Board.

#### Working duties and responsibilities:

- Be the contact for any questions parents have
- Keep educated on all updates to registration systems and requirements for coaches
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## Menomonie Area Soccer Association

Reviewed By:	MASA Board	Date:	12/3/2018
Approved By:	MASA Board	Date:	12/3/2018
Last Updated	Toni Bixby	Date/Time:	1/7/2019