



Tualatin Timberwolves Youth Football Association

P.O. Box 394
Tualatin, OR 97062
www.tualatinyouthfootball.org

Registrar

Objective:

The Registrar is responsible for compiling, modifying, and maintaining all player registrations from the initial sign up phase to placement on a team. The Registrar tracks the completeness and accuracy of registration fees received vs. outstanding in coordination with the Treasurer. The Registrar ensures compliance with the TTYFA and TVYFL Bylaws, in particular, all rules regarding the division of teams and proper numerical balance at every grade level.

Responsibilities:

- Registration of Players using the following procedures...
 - 1) Send out a hard copy letter/along with e-mail (to make sure you reach all returning families) that registration will be in person only on the following dates: To Be Filled In (in the past: returning players were able to mail in registration forms in March with new player registration in April and the close of registration for all players is on April 30th). If registration is only held in April, mail medical release forms with this initial letter; otherwise see below.
 - 2) Have all required forms prepared into packets along with a contract for each player. Have the parent/guardian complete the contract and grade verification forms and sign where indicated. Review all information and signatures and collect payment at this time – Issue receipts for all payments received.
 - 3) The medical release form cannot be completed prior to April 1, so parents will not be able to turn in these forms for any March registration dates. Arrange for parents to either return medical forms prior to equipment issue. A reminder on neon paper attached to the medical release form is a good precautionary step to make sure parents are notified that this is a requirement.
 - 4) Allow as much time as possible for families to register. This will be determined by the Board of Directors.
- Provide updated player registration numbers (in total and by grade level) to the Board at every board meeting during the registration period. This is critical in determining how many teams TTYFA will field. Accuracy is extremely important. Once we inform TVYFL that we will field “X” amount of teams (i.e. 10 teams), TTYFA will be fined for any additional teams added after the deadline. This is one of the main reasons TTYFA doesn’t provide refunds.
- Upon the closing of registration, arrange all player information for easy review and access in binders, by grade. When the draft occurs and teams have been determined, the players will then need to be placed in the correct team binder according to which team they have been placed on (ultimately in order by player number – lowest to

highest). Please note that players are not allowed to attend the draft or practice without their medical release form.

- Early in the year, there is a TVYFL League meeting that Registrars are encouraged to attend along with the Division President. At this meeting, all the forms that are required in the Coach's Book will be available along with guidelines for placement in the book and what you can and cannot accept from families. This is a good meeting to attend as TVYFL will have a sample book for you to review and you will also hear the recommendations from other registrars. TVYFL will also e-mail all these forms to the Division President and he/she in turn will forward them to you.
- As August approaches, you should have most everything completed for your books. There will still be additional players wishing to sign up and that will be at the discretion and determination of the Board.
- Once teams are formed, the main goal of the Registrar is to make sure that the teams are equally formed per TVYFL Bylaws and this should occur prior to team pictures. If they are not, you will have to move players around to even out the teams; this can also create problems because a player's jersey will have been issued and teams cannot have two of the same number on a team. It is especially important that you are in communication with all Head Coach's on a daily basis to make sure you are in the loop for any players who have dropped or have been injured and cannot play during the regular season.
- Once player books have been verified by TVYFL and the season begins, your responsibilities will have been fulfilled and you can enjoy the season. You will only need to provide a roster of returning players at the end of the season
- Manage on-site registration
- Maintain an accurate record and database of all teams to include Head and Assistant Coaches, players and Team Parents. Return all records at the end of the season to storage
- Prepare "Player Books" for each team and ensure all required forms are complete and accurate as required by TVYFL. Meet with the Division President, prior to the start of the season to verify your books prior to game day. No player can play unless their contract has been stamped by TVYFL
- Send out mailings to returning players and by having designated registration dates and locations for new players and families. After registration is complete, the Registrar (with assistance from many others) then transfers this information onto player contracts and then has the parent/guardian sign them at equipment handout
- Attend all scheduled meetings and vote on motions. If unable to attend a meeting or function, he/she must notify the President or Secretary
- Perform other duties as prescribed by the Board
- Continually review and modify any necessary changes to this job description to keep it up-to-date and provide those changes to the Secretary to update the master file

1/17/06