



Paris Soccer Club Registrar

Role

The Registrar is responsible for assisting with the indoor and outdoor registration with Paris Soccer Club.

Help the association to

- Support people with signing up to play in all divisions of soccer and to open up more teams as the registration extends.

Time commitment

- One year term
- On average, 3-4 hours per week

Responsibilities

- Set up the online registration program with all registration information for each division based on age and gender.
- Review any incomplete registrations and contact the applicant to assist with completing the registration.
- Ensure that payment for applicants is complete, if not, follow up with applicant to obtain full payment.
- Arrange refunds for any applicants who were not able to be assigned to a team due to not enough players to form a team.
- Review other refund requests to determine if full or partial refund can be given out due to serious injuries or other valid reason.
- Communicate with other clubs from Twin Rivers to discuss league games and tournaments.

You are

- *interested in the sport of community soccer*
- *willing to share your knowledge, experience and passion of soccer with your players and fellow coaching staff*
- *committed to the confidentiality of all Paris Soccer Club including player records*
- *genuine interest in participating and supporting community volunteer events*
- *interested in community development in Brant county*

Requirements & qualifications

- Managaing online database program
- Strong computer skills
- Budgeting

Benefits

- Gain valuable experience
- Support a volunteer led sports organization
- Meet new friends and increase your social circle
- Promote soccer throughout Brant County

Key contacts

- Paris Soccer Club President
- Paris Soccer Club Convenor
- Paris Soccer Club Treasurer
- Paris Soccer Club Volunteer Coordinator

Training / Orientation

- Paris Soccer Club Volunteer Handbook provided
- Paris Soccer Club Constitution
- Paris Soccer Club Policies/Procedures Manual
- Paris Soccer Club – coaches handbook

Agreement

“We have discussed this volunteer position description and I make a commitment to carrying out these responsibilities to the best of my ability for _____. (Length of time)

I am accountable to _____ for my work within this position.

Volunteer signature

Date

“In turn, the club commits to supporting

_____ in his/her volunteer work.

Coordinator of Volunteers

Date

Intake checklist

- volunteer information form updated*
- position description reviewed and signed*
 - copy to file*
 - copy to volunteer*
- volunteer information added to Paris Soccer Club volunteer contact list*

Follow-up

- at one year*
Date: _____

To apply to any Paris Soccer Club volunteer position, please contact:

Paris Soccer Club’s –
Volunteer Coordinator:

admin@parissoccer.ca

Visit us at:

www.parissoccer.ca