

**Metro East Inferno Female Hockey Association**  
P.O. Box 26006 RPO Tacoma Dartmouth, NS B2W 6P3  
Email: [president@metroeastinferno.ca](mailto:president@metroeastinferno.ca)  
[www.metroeastinferno.ca](http://www.metroeastinferno.ca)



May 27, 2026.

### **Metro East Inferno Female Hockey Association – Registrar**

The role of **Registrar** reports directly to the Vice-President Administration and is appointed by the Executive Board following the Annual General Meeting each season. Interested candidates should contact the President with expressions of interest, before or immediately following the AGM. The **Registrar** shall be responsible for, but not limited to, the following:

- Understanding and complying with all requirements for player registration and movement.
- Assisting members during the registration process with prompt responses to all inquiries.
- Managing player registration, inputting and updating player information as required.
- Using member databases to determine and share projected numbers for upcoming seasons.
- Working with the Officers to determine registration details each season (April/May).
- Updating registration information annually for publication by Website Administrator (June)..
- Updating online store within the Hockey Canada Registry (HCR) including all forms, fees, links and required waivers (June).
- Copying HCR data periodically to spreadsheets shared with Officers maintaining clear notes and records of inquiries, transfer requests and registration details (June-September).
- Maintaining membership database in the HCR and shared spreadsheets (i.e. Team Contacts).
- Ensuring regulatory compliance by verifying player age and home address.
- Rostering players immediately following association team formation in preparation for approval by the Regional Director (RD) (September/October).
- Working with Risk Management Coordinator (RMC) and VP Administration (VPA) to roster team staff, creating HCR profiles and requesting transfers as required (October-December).
- Supplying official rosters to teams, copying President, RMC and Division Coordinator.
- Tracking and maintaining payment records in the HCR and a spreadsheet shared with the Vice-President Finance (VPF), applying policy for discounts and processing refunds as approved by VPF.