

CATEGORY: Organizational Structure	LAST REVIEW: 2025
POLICY NUMBER: 3.18	DATE APPROVED: May 29, 2025
TITLE: Position Description for the Director, Registrar	
PURPOSE: Subject to the powers and duties defined in the By-Laws, the following outlines the responsibilities of this position.	
RELATED GUIDELINES/DOCUMENTS: 3.0 Organizational Structure CCMHA By-Laws	

1. Duties

- May serve as CCMHA representative at various Hockey Nova Scotia and Zone meetings.
- Manages the overall registration process for CCMHA including:
 - Regular Season
 - Registration for other events as required
- Maintains and updates all hockey player files for CCMHA and Hockey Canada ensuring accuracy and completeness.
- As coaches are picked, will assign them to teams, initiating transfers as required.
- Once all players, coaches, and managers are assigned, will submit team rosters to HNS for approval, keeping in mind HNS deadlines for registering teams (as published each season). As rosters are updated through the season (normally due to changes in coaching staff), they will be re-submitted for approval
- On receipt of team approvals from HNS, will e-mail an “official” roster to each team manager for subsequent submission to tournament organizers
- Once past the HNS deadline for bench staff to have completed all qualifications, will liaise with Division Coordinators to remove from the rosters, if appropriate, all coaches and managers who are listed as ineligible.
- Manages transfer and releases of players to and from CCMHA.

2. Desirable Assets

- Commitment to the Association Vision, Mission and Values
- Ability to meet personal commitments and agreed upon deadlines
- Good communication and Interpersonal Skills
- Working knowledge of Microsoft Word and Excel

3. Time Commitment

- Approximately five (5) hours per week at the beginning of the hockey season.
- Approximately two (2) hours per week during the hockey season.
- Limited time demands during the remainder of the year.

4. Review

The Policy will be reviewed by Cumberland County Minor Hockey on an annual basis.