

CCVC Registrar Position **Job Description**

RESPONSIBILITIES:

- Attend CCVC Board meetings as well as all regular Club meetings
- Communicate with Team Reps, Club President, Club Treasurer and Carolina Region employees on a regular basis (typically via email)
- Assist with tryouts as needed
- Collect and verify ORIGINAL registration forms, Code of Ethics forms, and other necessary paperwork from each player, coach, assistant coach, team rep and board member of CCVC (Maintain copies of each)
- Track dues check #1 collection / players who have paid and unpaid in Excel files for reporting via email to President and Treasurer
- Review Carolina Region web page regularly to check for updates to tournament dates and sites and notify those effected
- Determine fees due to the Carolina Region based on numbers of players, coaches, team reps, etc.
- Submit original registration forms, Code of Ethics forms, facilities use forms, insurance forms, etc. along with check for fees to the region in a timely manner (Maintain copies of each)
- Collect and verify Check Request form and Tournament Registration form for each in-region tournament from each team rep (Maintain copies of each)
- Request check from CCVC Treasurer for the club registration for each tournament, then submit check and tournament registration forms to the Carolina Region prior to the deadlines established by the Carolina Region (Submit copies to the CCVC Treasurer as well as maintain a copy)

REQUIREMENTS:

- Good organizational skills
- Detailed oriented
- Timely, operate with a sense of urgency and service
- Accurate
- Access to a computer with WWW access
- Proficient with MSWord, MSEXcel, email

TIME COMMITMENT:

- First 2 months in November and December – 5 hours per week for a total of approximately 30-40 hours, then 1-2 hours per week for the duration of the season until early April

VOLUNTEER BENEFITS:

- Discount of 100% of the Open level season dues