

## **REGISTRAR RESPONSIBILITIES**

### **1.0 Registration Documentation:**

- 1.1 The Registrar is responsible for creating and maintaining all documentation needed for registration. Documentation includes, but is not limited to Player Registration Form, Player Information Form, Coach Application Form, In-House and Traveling Evaluations Schedules and a General Information cover letter which should include information about the registration process, as well as important dates.
- 1.2 The Registrar is also responsible for maintaining the annual MYBI Handbook.

### **2.0 Distribution of Registration Documents:**

- 2.1 The Registrar is responsible for printing and distributing registration documents to all MYBI members. All costs incurred are reimbursed by MYBI. Distribution may include, but is not limited to mailing, e-mail and posting to the MYBI website.
- 2.2 In addition to mailings, the Registrar is responsible for printing and distributing information about the registration process to the elementary schools in Mahtomedi. Those schools include, but are not limited to Wildwood Elementary, O. H. Anderson Elementary, St. Jude of the Lake School and St. Andrews Academy. The flyer must be approved by District Education prior to distribution. The district requires all handouts to be single sheet 8½x11 inches and collated with the correct number of copies sorted by classroom.
- 2.3 The Registrar is responsible for distributing information about registration electronically to the membership.
- 2.4 The Registrar is responsible for posting information about the registration process in official bulletins in local media.

### **3.0 Registration Database:**

- 3.1 As part of the registration process, completed registration forms and payment are sent to the Registrar for processing. The Registrar is responsible for recording and maintaining an accurate database of all registrants throughout the registration period.
- 3.2 After recording payment information, the Registrar is required to surrender all proceeds to the Treasurer for deposit. The Registrar and Treasurer jointly ensure that proceeds match up with registrants.
- 3.3 The Registrar is expected to regularly update the board on membership throughout the registration period.
- 3.4 The Registrar is expected to maintain the database throughout the season to account for late registrants, changes in status from traveling to in-house and drops.
- 3.5 The Registrar is expected to provide the database to the directors in preparation for traveling team selections and for the in-house drafts.
- 3.6 The Registrar is expected to surrender completed Player Information Forms to the directors for distribution to the coaches. Completed paper copies of the Application Forms are to be kept until the end of the season in order resolve any questions that may be raised by the membership or the board.

**4.0 Traveling and In-House Evaluations:**

- 4.1 The Registrar is responsible to assist the In-House and Traveling Directors with check-in for evaluations as necessary.
- 4.2 The Registrar is responsible for posting notification of the evaluations in official bulletins in local media, per the In-House and Traveling Directors.

**5.0 Baseball Clinics:**

- 5.1 The Registrar is responsible for all activities necessary to register members for any MYBI sponsored clinics. Such activities include, but are not limited to distributing registration forms, collecting completed registration forms with payment and maintaining a database of clinic registrants.
- 5.2 The Registrar is responsible for printing and distributing any clinic registration documents to all membership.

**6.0 Membership Communications:**

- 6.1 The Registrar is responsible for distributing the annual year-end survey to membership. Distribution may include, but is not limited to mailing, e-mail and posting to the MYBI website.
- 6.2 The Registrar is responsible for notifying membership about the annual meeting and board elections. Notification may include, but is not limited to mailing, e-mail, posting in official bulletins in local media and posting to the MYBI website.
- 6.3 The Registrar is responsible for distributing any other communications to membership throughout the year as the board deems necessary.

**7.0 Planing:**

- 7.1 The Registrar is expected to project estimated membership at each In-House and Traveling level for the next season, and present the information to the board for planning and budgeting purposes.
- 7.2 The Registrar is expected to prepare a budget for the cost of registration. Items of consideration in the budget include, but are not limited to costs for printing of registration materials, envelopes and postage.

