

Registrar's Responsibilities

Set up registration programs working with the club president and treasurer.

Assist registering parties with registration related questions and the registration process.

Follow up with parents to assure all requested documents and payments are in.

Maintain database of registered members' US Lacrosse numbers, birthdays and date of expiration.

Update member files as needed (but after encouraging each member to maintain their own files)

Provide appropriate Excel reports:

Medical insurance report to coaches

Contact and payment information to the accountant/bookkeeper

Contact and uniform information to Uniform manager

Team roster information as required by leadership