

## **Cape Coral Soccer Association - Taking Applications for a Registrar Position**

**Position Title:** Youth Soccer Registrar

**Reports to:** Executive Board of Directors and/or Director of Soccer Operations

**Position Type:** Part-time, flexible; salaried position can work remotely, salary negotiable.

**Apply:** Stan Toro, President ([Stant@capecoralsoccer.com](mailto:Stant@capecoralsoccer.com))

### **Position Summary**

The registrar is responsible for the overall management of the player and volunteer registration process for all league seasons. This role ensures that all registrations are completed accurately and on time, and that the club's rosters are in compliance with local, state, and national soccer association rules. The registrar serves as a primary point of contact for parents and coaches regarding registration inquiries.

### **Key duties and responsibilities**

#### **Registration management**

- Plan, organize, and manage the seasonal registration for all players and volunteers.
- Create and manage online registration programs and settings within the club's registration software.
- Manage registration fees, work with the club's treasurer on payment reconciliation, and process refunds or fee waivers as approved.

#### **Records and data management**

- Maintain the club's official player and volunteer database, ensuring all information is current and accurate.
- Verify required documents, such as birth certificates, for age verification.

- Prepare and submit player and team data to the relevant governing soccer associations (e.g., US Youth Soccer, US Club Soccer).
- Safeguard all confidential player information, ensuring that it is only shared with authorized personnel.
- Generate and provide registration reports to the Board and coaches as needed.

### **Team formation and rosters**

- Create and finalize team rosters within the club's online system.
- Generate and distribute team rosters, player passes, and medical release forms to coaches.
- Process player transfers, cancellations, and other roster changes throughout the season.

### **Communication and support**

- Act as a primary resource for parents, coaches, and board members regarding registration policies and procedures.
- Communicate important registration deadlines and information through email, the club website, and social media.
- Provide training and support to team managers on the registration process and roster management.
- Answer questions and resolve registration issues in a timely and professional manner.

### **Qualifications**

- Strong organizational and administrative skills with a detail-oriented approach.
- Proficiency with computer software, including Microsoft Office (Word, Excel) and online registration systems like GotSports, Athlete One or similar platforms.
- Strong verbal and written communication skills.
- Proven ability to manage multiple priorities and meet strict deadlines.
- Ability to work independently and as part of a team.
- Experience in youth sports, particularly soccer, is preferred.

- Must pass a required background check and complete any necessary safety certifications, such as SafeSport.