

Registration Coordinator/Registrar:

The Registration Coordinator shall be responsible for coordinating all registrations for all seasons (Fall, All Stars and Spring).

- announce registration dates and events via web blast and post on web
- accumulate all online and written registrations
- sort registrations into the proper divisions
- distribute updated registration lists to Coaches Agent, Player Agent, and President periodically during open registration
- register all players with ASA via ASA website during Spring season and update all All Star registrations with pictures prior to District Tournament
- collect and submit coaches/volunteer background paperwork to ASA website
- track all fees from registration, correct any errors and report payments to the treasurer

In addition, the Registration Coordinator will assist/support all league events as part of the CGS Executive Board of Volunteers, attend regularly scheduled board meetings and vote as necessary in all CGS board elections.