

5/9/2018

**East Central Soccer District
Assistant District Registrar
Non-volunteer position
Job Description**

Job Description: The Assistant District Registrar is responsible for the official registration of district players to the Wisconsin Youth Soccer Association, USYSA, and USSF in accordance to their policies by coordinating the collection of registration materials from district club registrars, stamping the 'player pass' if consistent to the team roster. He/she returns the pertinent materials to the club registrar.

District Registrar approves the team's rosters on line, the club registrar will print out the roster and player pass cards and bring them to the District Registrar or Assistant District Registrars home for processing. District will be split regionally between the District Registrar and Assistant District Registrar

Assistant District registrar will process the player pass cards by:

- Checking player passes against the team roster
- Stamp each player pass card
- Laminating the player pass card
- Notifying the club that the roster and player pass cards are ready for pick-up.

Club Registrars should generally expect a 3-7-day turnaround time for each team submitted for processing. This time frame may be longer if the items are to be mailed out, rather than picked up at the Registrar's or Assistant Registrar's drop box. To be valid, a completed player pass must bear the signature of the District Registrar or Assistant Registrar, the Wisconsin Youth Soccer Association District 4 logo stamp, and be laminated. Most often, passes are laminated and returned to club registrars in sheets of up to 10 passes at a time.

Please contact Sue Ann Evers if you are interested in learning more about this position.

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