

POSTING FOR 2010-2011 REGISTRAR

AWSL REGISTRAR FOR 2010-2011 FALL, SPRING, AND SUMMER SEASONS

The AWSL is now accepting bids for the registrar position for the 2010-2011 season (fall, spring and summer). The AWSL registrar will process over 1,000 memberships in the league throughout the year and will assist in performing various administrative functions as set forth below. The registrar's duties set forth below continue throughout the year. The registrar duties include the following, with other tasks as needed:

Overall Registration Duties:

- handle all inquiries regarding joining league, registering to play, or forming a new team; when new teams or players come to league provide assistance on registration and other league-related issues
- handle all aspects of registration process for teams and individual players
- provide prompt communication (via email and phone) with captains and players concerning the registration process
- have telephone and email availability so captains and players can submit questions
- provide prompt responses (within 24 hours or sooner given the circumstances) to questions from Executive Committee, TSSAS, captains, players, and potential players
- collect player registration forms from the AWSL box at Soccer USA per AWSL deadlines
- inform players (when possible) or captains about incomplete player registrations and advise of what information is needed
- provide each team with a complete roster in electronic form prior to the beginning of each season and whenever any changes to the roster are made throughout the year
- supply own materials for creating players cards, rosters and database for player information, including lamination materials and machine, computer, applicable software programs – currently Adobe Suite. If any materials (such as but not limited to a lamination machine) are provided to the registrar by AWSL, the materials shall remain the property of AWSL and prompt return is required of all materials when the registrar's term expires
- attend all regular League Board of Captains meetings (usually but not limited to three per fiscal year); as requested, AWSL Executive Committee meetings; registration for AWSL tournament to assist with registration and check-in for teams and players
- work with Senior Commissioner, other members of Executive Committee, TSSAS registrar and captains to ensure rosters are completed and accurate for State Cup tournaments
- maintain accurate accounting for every team and registered player (including multiple players) and provide such information to TSSAS and Executive Committee as required or requested

Compliance With TSSAS Requirements:

- develop and maintain an amicable relationship with the TSSAS registrar
- maintain electronic database of all registered players in AWSL in the form of an Excel spreadsheet or other form requested or required by TSSAS and include all information required by AWSL and TSSAS

- timely and accurately submit all required information about registered players with TSSAS in accordance with TSSAS rules
- maintain accurate accounting of amounts due to TSSAS for player registrations and ensure payment to TSSAS is timely
- attend TSSAS meeting for registrars during annual, and/or semi-annual meeting; as available, attend TSSAS annual, and/or semi-annual general meeting

Website and Other Administrative Functions:

- post announcements, upcoming events, and other soccer-related matters on website; use sound discretion in determining what information to post and how to post
- utilize AWSL website for communication of information to players, captains, and Executive Committee
- enter and maintain team database on website each season
- assist captains with any questions regarding passwords, game score reporting problems, or any other website-related issues
- when checks are received from players and teams, maintain list of checks/money orders made payable to AWSL, and promptly submit such checks to AWSL treasurer for deposit in appropriate AWSL accounts – may receive deposit slips to make deposits directly at which time deposit amount will be emailed to the treasurer, and the deposit receipt will be given to the treasurer either by scanned email or as soon as physically practicable ;
- coordinate schedule with AWSL treasurer to pick up mail at PO Box every two weeks and distribute to Executive Committee accordingly (registrar may change PO Box location if all appropriate address changes are sent out, etc, and moving PO Box is agreeable with AWSL treasurer)

Meeting Attendance:

- attend Executive Committee meetings, as requested
- attend all Board of Captains meetings
- attend TSSAS meetings and advise Executive Committee, teams, and players of any changes to the registration process

SUBMISSION OF RESUMES AND BIDS

This request for bids will be open until July 15, 2010 at 5:00 p.m. Please submit a resume along with a proposed bid reflecting the amount requested for all the duties set forth above and a proposed payment schedule. The Executive Committee reserves the right to add to or delete from these duties and to place terms upon the payment schedule before any bidder is offered the registrar position. Letters of recommendation are also welcome but not required. The Executive Committee will contact interested candidates to possibly set up interviews shortly after the bidding period ends. Please submit resume and bids, as well as any questions about the registrar position, to Hollis Levy at babybluessoccer@hotmail.com.