

What Does Your Registrar Do For Your Organization?

Each AHAI affiliate organization has an important position within their organization - the Registrar. Many members are not aware of just what a Registrar does for their organization. The Registrar is the person that gathers all the USA Hockey registration confirmation numbers so that the players, managers and coaches can be registered on a team. The Registrar creates the team in the USA Hockey approved software program called Cybersport. They are responsible for making sure that the USA Hockey and AHAI rules have been followed when submitting a team to be registered. They then transmit the team electronically to AHAI for the roster to be certified. Every time a player, manager or coach is added to a team, the Registrar must complete the process in the system before a player may participate with a team.

In addition to team registrations, the organization's Registrar is also responsible for the following tasks:

- Register a team for a travel permit which is required for games played outside Illinois. The Registrar must first register the team for their permit and then enter the date and location each time a team travels outside of Illinois.
- Order the USA Hockey Award Patches including Hat Trick, Play Maker, and Zero awards
- Register the tournaments that an organization hosts.
- Provide the members of their organization with the log on and password for each member
- If the team is playing in the NIHL league, enter the correct metallic playing level for the team.
- Assist teams in registering for the Illinois State Tournament.

The role of Registrar is demanding and requires a great time and energy commitment. AHAI is very fortunate to have a dedicated group of registrars helping our organizations. The next time you see your registrar let them know how much you appreciate their effort!