

Administrator Duties

- Typing, Correspondence, Photocopying, Filing
- Bank deposits
- Public relations, media
- Special event coordinator
- Major event coordinator
- Phone calls
- Meetings – setting up and attending as necessary
- Mail – incoming and outgoing
- Financial – write cheques
- Obtain sponsorships and manage relationships
- Update information on webpage and signs as needed
- Archives
- Preparation of correspondence, agendas, reports, lists, publications, newsletters, statistics and minutes
- Registration – receives, processes and deposits registration funds and maintains registration records.
- Assists visiting dignitaries and teams
- Research
- Distribution of information to Board, coaches, players.
- Set up registration process
- Input registration information
- Calendar of events
- Set up clinics – technical and referee – venues, registration, advertising, instructors, equipment etc.
- Newsletters
- Referee cheques
- Tournament
- AGM
- Annual reports
- Facilities coordinator
- Compiling and publishing statistics

- Referee scheduler
- Game scheduler
- Tournament schedule