

The Registrar (by the Constitution) shall:

- I. Ensure proper registration of all swimmers and collection of registration fees in accordance with BCSSA Rules and Regulations.
- II. Administer the registration process for all swimmers

Further Detail: Registrar

- **Respond to all email inquiries in a timely matter.**
- **Keep an accurate record of all swimmers in each group.**
- **Email out registration information for each new swimmer and ensure they are connected to the club through the newsletter and the private Facebook page.**
- **Create the registration program in Active for the upcoming swimming session. Ensure that each swimmer is registered properly in Active.**
- **Work with the Treasure for accurate payment and payment options.**
- **Liaise with the Head Coach for assessments of new swimmers.**
- **Attend in person registration sessions for new swimmers**