



Sacramento United Soccer Club Registrar Duty Statement

The Registrar shall manage player/staff passes and registration with US Club Soccer, advise coaches and managers as to deadlines and procedures.

Duties Include:

- Register all players, coaches, and managers with US Club Soccer through the GotSport system
- Make all player, coach, and manager passes and coordinate delivery to coaches and managers
- Set up individual SportsEngine team pages
- Add all players, coaches, and managers to respective SportsEngine pages per rosters provided by coaches or directors
- Set up new GotSport and GotSoccer teams as new teams are formed
- Add all players, coaches, and managers to respective GotSport and GotSoccer pages
- Process mid-season registrations and set up invoicing
- Assist with mid-season releases
- Keep track of training player cards and usage
- Contact other clubs when needing player releases
- Serve as main point of contact for all GotSport system issues
- Communicate with NorCal and US Club Soccer admin when problems arise
- Assist coaches and managers as needed with system or process questions
- Create player invoices in SportsEngine for extra tournaments and track payments
- Forward NorCal player and coach suspensions to respective team coach and manager
- Assist with grant writing
- Assist with writing, maintaining, and updating club policies and procedures
- Attend all Board of Director meetings
- Be available for club tournaments and functions
- Other duties as assigned