



Pendleton Youth Soccer Association

Registrar

Job Description

Registrar is responsible for the registration of all PYSA players, coaches, and teams. Proficiently utilizing league-provided registration software. Proper, timely, and accurate data entry and payment, and collaborative coordination with appropriate parties. The Registrar is responsible for adhering to the organization's By-Laws or as assigned by the Board of Directors. Registrar reports to the PYSA Board of Directors with an annual end-of-season performance evaluation.

Duties and Responsibilities

- a. Register and certify all PYSA players, coaches, and teams in compliance with IYSA, US Youth Soccer, and U.S. Soccer policies.
- b. Oversee the registration process, ensuring accurate, timely data entry into the designated platform(s).
- c. Coordinate and complete the registration of all eligible club players, coaches, and teams for sanctioned tournaments throughout the season. Ensure all required documentation, rosters, and payments are submitted accurately and on time in accordance with tournament guidelines and governing body regulations.
- d. Enforce all applicable state and national rules, bylaws, and policies related to player registration, team formation, and eligibility.
- e. Maintain secure and confidential records: player/team data, medical releases, waivers, etc.
- f. Coordinate with IYSA to stay informed of updates (tournament rules, clinics, deadlines) and relay information to PYSA leadership.
- g. Ensure compliance with IYSA standards for background checks, SafeSport certification, and required training.
- h. Provide regular updates and reports to the PYSA Board and Director of Coaching/Youth Soccer regarding registration status, deadlines, and compliance metrics.
- i. Ensure all coaches and players complete required paperwork and training.

Compensation

Compensation of \$2500 dollars (Twenty-five hundred dollars) for the fall season, paid monthly from July-October in the amount of \$625, and compensation of \$2500 (Twenty-five hundred dollars) for the spring season, paid monthly February-May in the amount of \$625 for a cumulative annual salary of \$5000 (five thousand dollars).