



Job Title: Registrar
Organization: League1 Ontario
Location: Remote
Employment Type: Part-time, Contract
Reports To: Manager, League Operations

Job Overview:

League1 Ontario seeks a detail-oriented and organized **Registrar** to oversee all aspects of player and team official registrations.

The Registrar will ensure compliance with league policies as well as regulations established by the Provincial (Ontario Soccer) and National (Canada Soccer) governing bodies.

The Registrar will manage registration processes, monitor player eligibility, and maintain data privacy standards.

The role requires strong organizational skills, proficiency with both Ontario Soccer's and Canada Soccer's registration systems, the ability to communicate effectively with multiple stakeholders, including clubs, coaches, and governing bodies as well as the ability to work under pressure at certain times of the season.

Key Responsibilities:

Registration Management:

- Manage and oversee the registration of players, and team officials using the Ontario Soccer Registration System (OSCAR).
- Ensure all documentation, including waivers, certifications, and identification provided by registrants is accurate, complete, and submitted by established deadlines.
- Process registration amendments, transfers, and releases throughout the season.
- Assist in tracking Player Permits in accordance with league regulations and liaise with clubs on eligibility requirements.
- Ensure Short Term Registration Permits are completed for all players trialing with license holders.

Compliance and Governance:

- Ensure participant registrations are processed in compliance with League1 Ontario, Ontario Soccer, and Canada Soccer regulations and policies.
- Ensure technical staff have the requisite certifications to be eligible to be registered to participate in League1 Ontario competition.
- Support clubs through the International Transfer Certificates (ITCs) process in coordination with Ontario Soccer and Canada Soccer staff and to ensure compliance with FIFA regulations related to the transfer of players.
- Support participating League1 Ontario clubs that participate in the Canadian Championship (operated by Canada Soccer) as it relates to roster rules compliance.
- Support clubs through the process of transferring or releasing of players to ensure compliance with League1 Ontario and Ontario Soccer regulations and policies
- Conduct audits to confirm registrant eligibility and to address discrepancies.

Data Management and Privacy:

- Safeguard participant information, sensitive documents and data in compliance with League1 Ontario's Privacy Policy, PIPEDA and other privacy standards.
- Maintain accurate, up-to-date records of player, coach, and official registrations.

Stakeholder Communication:

- Provide clear communication to clubs, coaches, and team staff regarding registration requirements, processes, and deadlines.
- Resolve registration-related issues or disputes in a timely and professional manner.
- Collaborate with the Manager of League Operations and Manager of League Administration to escalate matters that the Registrar cannot resolve on their own.

Reporting and Documentation:

- Prepare regular reports on registration status and compliance with league regulations.
- Maintain documentation of transfers, permits, certifications, and registration changes.
- Support the Manager of League Operations and Manager of League Administration with data and compliance audits.

Qualifications:

- Bachelor's degree and/or equivalent experience in Sports Administration, Business Administration, or a related field.
- Experience in player and team official registration processes within a league or sports organization is an asset.
- Familiarity with the Ontario Soccer Registration System (OSCAR) and Ontario Soccer's policies and procedures is a significant asset.
- A strong understanding of Ontario Soccer and Canada Soccer regulations and governance structures is an asset.
- Excellent organizational, analytical, and problem-solving skills.

- Proficiency in Microsoft Office Suite and Google Workspace Suite, as well as other cloud-based tools.
 - Ability to manage multiple tasks and priorities under tight deadlines.
-

Key Skills:

- Attention to detail with a high degree of accuracy.
 - Strong interpersonal and written communication skills.
 - Ability to interpret and apply complex policies and rules.
 - Proficiency with registration platforms.
 - Proficiency with data security protocols.
 - Conflict resolution, time management and problem-solving abilities.
-

Additional Information:

- Flexibility to work evenings and weekends during peak registration periods.
 - Occasional travel may be required for league meetings or events.
 - This role requires an ability to work collaboratively with multiple stakeholders (club management, governing body staff, etc.).
-

Why Join Us:

League1 Ontario provides a dynamic and professional environment where we seek to foster the growth of soccer in Canada. This role offers the opportunity to play a key part in supporting high-performance soccer programs across the province and to play an important part in ensuring that standards of fair play are complied with.

Application Instructions:

Interested candidates are invited to submit a resume and cover letter outlining relevant experience and qualifications to chris.keem@league1.ca by January 6, 2025. Please include "League1 Ontario Registrar Application" in the subject line.

League1 Ontario is an equal-opportunity employer. We encourage applications from diverse backgrounds and experiences.