



NORTH VANCOUVER MINOR HOCKEY ASSOCIATION

CONTRACT SERVICES OPPORTUNITY

Posting Date: May 1, 2026	Role Type: Contract (12 months)
Closing Date: May 22, 2026	Position Title: Registrar & Administrator

The North Vancouver Minor Hockey Association (NVMHA) operates under a volunteer Board and is supported by contracted administrative and development professionals.

Purpose of this Contract

We are seeking a dedicated Registrar & Administrator who is responsible for the day-to-day operational and administrative coordination for NVMHA to execute operations and activities efficiently. This role supports the Board of Directors and Hockey Operations through structured systems, accurate data management, and logistical coordination. This position plays a key role in supporting the association’s mission of providing a fun, safe, and competitive hockey environment.

All qualified individuals (“Proponents”) are invited to submit their proposals for the provision of services below (“Work”).

Scope of Work

The successful Proponent will provide services to support the operations of NVMHA in the role of Registrar & Administrator.

The detailed responsibilities are outlined below.

Duties and Key Responsibilities

Registration

- Complete all work required for all phases of registration for NVMHA programs (e.g., regular season, spring/summer and preseason camps, grassroots programs, etc.) for members (returning and new), including players, team officials, international players, and member transfers to/from other associations.
- Manage the registration process, including tryout, clinics/one-off sessions, membership fees, late registrations, withdrawals, player moves, and refund requests.
- Manage registration data in TeamSnap and HCR, ensuring accuracy and compliance.
- Maintain waitlists for NVMHA programs, as required.
- Ensure all member registration fees are up-to-date, follow-up on any delinquencies.

- Provide communication to members and potential new members about the registration process, including timelines, fees, and requirements.
- Assist players and team officials (coaches/managers) in setting up and becoming familiar with the registration system (e.g., TeamSnap).
- Develop and implement registration parameters (e.g., fees, dates, process) in collaboration with the Executive and Director of Hockey Operations and update TeamSnap/HCR accordingly.
- Develop registration forecasts and advise the Board of Directors and Hockey Operations on registration numbers for the upcoming season, including team formation and rep tryouts.

Rostering

- Work with Division Directors to collect team lists (both players and team officials), and complete the rostering of members to teams in TeamSnap/HCR.
- Maintain team rosters and ensure all roster changes (additions and releases) are recorded in HCR.
- Advise on deadlines for player moves, releases and roster freezes to ensure Hockey Operations and Board of Directors are informed.
- Work with the Director of Hockey Operations to ensure proper communication and compliance with coaching certification requirements.
- Engage with volunteers to guide certification requirements and deadlines, maintaining records and communicating gaps to the Vice-President and Risk Manager.

Volunteer, Events and Communications

- Support volunteer commitment program - communications, sign-up sheets (on-line sign up tool), tracking hours reminders
- Season-end reconciliation of volunteer commitments completed and non-completions, ensuring all registered families elections are accurately added and kept up to date for the current season.
- Manage communications calendar and send association-wide communications
- Supporting administrative processes during evaluations, team formation, and skills and clinic sessions

Other

- Supporting financial documentation, invoice data entry, and coordination with the Treasurer
- Provide regular reports to the Board of Directors and Hockey Operations regarding registration numbers, waitlists, rosters, and any other registration-related reports, including:
- Pre-season/registration and in-season reporting: e.g., reports to support registration and waitlist decisions, rosters, certification status.

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- As required: Additional reporting to support operational needs.
- Attend PCAHA or other regulatory body meetings related to registrars.
- Prepare materials in support of NVMHA meetings: e.g., Coach/Manager/Safety meetings at season start, AGM,etc.
- Attend Board of Director meetings, when required, to support registration and rostering matters.
- Support and maintain the on-line, cloud-based, shared workspace (e.g. Google Drive)
- Develop and maintain an annual calendar of key tasks, milestones and dates of registration-related matters, for inclusion in the association annual calendar.
- Follow all rules and regulations set out by PCAHA, BC Hockey and Hockey Canada and stay up to date on registration-related policies, including registration deadlines, player transfers, and the like.
- Ensure adherence to privacy and data protection regulations under the Personal Information Protection Act (PIPA).

Key Deliverables

Deliverables include, but are not limited to, the following:

- Accurate and compliant registration records for all NVMHA programs.
- Accurate and up-to-date team rosters maintained in TeamSnap and the Hockey Canada Registry (HCR).
- Timely completion of roster submissions, approvals, transfers, and releases.
- Ongoing monitoring and communication of key registration and roster deadlines.
- Regular registration and roster reporting to support planning (e.g., team formation, rep tryouts, ice allocation), provided in accordance with the reporting expectations noted above.
- An annual registration timeline outlining key milestones and regulatory requirements.
- An end-of-season registration and roster summary to support planning for the upcoming season.

Competencies

- Track record of outstanding customer service and professionalism.
- Ability to multi-task and engage multiple stakeholders.
- A team player with excellent interpersonal and communication skills to work collaboratively with volunteers, coaches, families, and board members.
- Excellent communication skills, both written and verbal, including familiarity with Google Drive, Microsoft Office, TeamSnap, Hockey Canada Registry (HCR) and Spordle
- Strong organizational skills and attention to detail
- Event management and activation experience
- Commitment to fostering a positive hockey culture and community experience.

Contract Details

- This is a half-time contract. The workload varies seasonally and is expected to require on average 20 hours per week with peak periods (August to October).
- Contract length is 12 months. Opportunity for multi-year terms (maximum 3 years).
- The Registrar and Administrator is expected to manage workload to ensure timely completion of all deliverables, particularly during peak operational periods. This includes being available during weekday and daytime hours.
- A combination of on-site and remote work required on a semi-regular basis.

Contract Process

- Many of the administrative and operational roles that support NVMHA are structured as term-based contracts.
- As contracts come to an end, NVMHA may post contract opportunities to ensure a fair and transparent approach.
- This process is not a reflection of performance. Current contractors are welcome to apply.
- This approach reflects the conclusion of contract terms and NVMHA's commitment to consistent governance.

To Submit Your Proposal

Please submit your proposal that includes the following to president@nvmha.com, subject "**Contract Services Proposal - Registrar & Administrator - [Your Name]**"

- Resume and Cover Letter outlining your interest and relevant experience
- Brief overview of your approach to the role, including how you would support delivery, communication, and organization throughout the season
- Availability & Capacity, including ability to support key peak periods (evaluations, season start, events)
- Compensation Expectations, including preferred structure (hourly, monthly, or seasonal)
- References (minimum of two professional references)
- Conflict of Interest Disclosure (if applicable)

Proposal Evaluation

Proposals will be evaluated based on relevant experience, demonstrated understanding of the role and Work, proposed approach, qualifications, and overall value to the Association.

NVMHA reserves the right to shortlist candidates, conduct interviews, request clarifications, negotiate scope, or not award a contract.

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