The Registrar is responsible for:

First, the registrar must have a background check, a non-athlete registration, APT and the concussion protocol done.

Yearly team registration and making sure the coaches registered.

Checking Deck Pass Plus and the swim portal to make sure coaches are up to date on certificates and training.

Make sure athletes are registered correctly, ie correct email address, birthday, emergency contact etc.

Transfer athletes if new one arrives during the year from a different club.

Meet recons- sending all registered athletes to Pat Kaplan so they can be registered with MD swimming.   Usually one big batch a week before the first meet, and then as they come in.

 August and September are the busy months. There is a training up in Owings Mills that took about 4 hrs total, including drive time.

It takes some time to get all the paperwork together to register the team, maybe 2 hrs or so, if you know where to look (I have most of that to pass down) and then the random registrations only take 5 or so min to send to Pat.