



---

# Registration Manager

## *Position Description*

The registration manager ensures that event-day registration, results, and awards run smoothly. They will warmly and enthusiastically welcome all members of the community, and help them navigate questions and provide needed information. The registration manager collects event paperwork, event fees, and hands out event plates to coaches and student athletes.

---

## Key Responsibilities

- Trains and manages the registration volunteers
- Collects event fees and event paperwork from student athletes
- Files and keeps money organized and secure at events
- Hands out event plates
- Confirms student athletes are in the correct category and receive the correct plate
- Connects with chief of scoring and chief course marshal to pass on onsite registration information
- Acts as a scoring liaison
- Distributes result protest forms
- Reconciles post event registration information/payments in the NICA Pit Zone

## Key Qualities

- Committed to the mission, vision, and core values of NICA
- Personable and collaborative
- Attentive to detail, organized, friendly
- Able to keep student athlete personal and medical information confidential

## Commitment

- Attend every event weekend
- Available for planning meetings during the weeks preceding the season and individual events
- Ideal commitment is 2+ seasons

## Compensation

- Any required travel by NICA National will be reimbursed.