Kingaroy Rugby League Football Club, Juniors & Seniors Incorporated

Volunteer Position Description

Carnivals Coordinator

The Carnival Coordinator is responsible for identifying upcoming carnivals the Kingaroy Red Ants may attend, coordinating club participation, and ensuring all administrative, travel, and team requirements are met in accordance with QRL regulations and club procedures.

Responsible To

The Carnival Coordinator is directly responsible to the President and the club members.

Responsibilities

The Carnival Coordinator should:

- **Carnival Planning & Coordination**
  - Maintain an up-to-date calendar of carnivals suitable for the club's age groups.
  - Present opportunities for travel carnivals to the President for approval.
  - Confirm participation and ensure nomination forms are completed and submitted by due dates.
  - Keep accurate records of carnival details including host club, location, dates, age groups, and costs.
- **QRL Compliance**
  - Ensure QRL Permission to Travel forms are completed and submitted within 7 days of the carnival.
  - Keep copies of all submitted forms for club records.
- **Team & Staff Organisation**
  - Confirm and record coaches, managers, League Safe officers, and FAOs for each participating age group.
  - Create a Team Reach group for each carnival for clear communication.
  - Distribute carnival flyers, event details, due dates, and previous years' expectations (including travel and accommodation advice).
- **Communication & Club Liaison**
  - Inform the Treasurer, President, Junior Vice President, Register, Compliance Coordinator and Coaching Coordinator once team staff are appointed and a team is being assembled.
  - Share all relevant information with team staff promptly.
- **Post-Carnival Duties**
  - Thank all age groups and team staff for their involvement.
  - Collect photos and send them to media@kingaroyredants.com.au for club promotion.
  - Seek feedback from team staff to improve future carnival participation.

Initial Duties

Request from the club Secretary **The Carnival Coordinator Checklist** from TidyHq Storage.

Information

While the Carnival Coordinator oversees the overall process, team managers, coaches, registrar and the treasurer have their own responsibilities in line with carnival preparation (e.g., team line-ups, equipment checks, training, and payment). The Carnival Coordinator ensures all these moving parts stay on track.