Kingaroy Rugby League Football Club, Juniors & Seniors Incorporated

Volunteer Position Description

Compliance Coordinator

The role of the Club Registrar is to be responsible for the proper registration of all team staff & committee.

Responsible To

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

Responsibilities

The Compliance Coordinator should:

- Maintain an up-to-date register of all team staff & committee.
- Manage the registration process for team staff & committee, following up on pending registrations as required.
- Keep your Club committee informed of the status of registrations by providing a report at the scheduled Club meetings.

Initial Duties

Once elected to the role, the Compliance Coordinator should:

- Obtain access to registration database.
- Obtain access to the club WWC database.
- Obtain access to the Committee & Team Staff register located in the Storage in TidyHq.

Team Administration

- Ensure that all club committee members and team staff are registered with current contact details, up to date accreditation and WWC Blue Card details as required.
- Manage ‘MySideline Admin Squad Management’ ensuring that non-players are assigned to team’s.
- Manage ‘MyManager’ ensuring that non-players are given access when appropriate.