



TEA TREE GULLY CITY SOCCER CLUB

POSITION DESCRIPTION –

COMPLIANCE OFFICER

Version 1.0, January 2022

The role of the Compliance Officer is to be responsible for the coordination of risk management, safety and health matters for all players, supporters, officials, members and visitors.

The Compliance Officer is expected to have good planning and organisation skills and should be able to communicate with a wide range of people.

RESPONSIBILITIES

The Compliance Officer is responsible for the coordination and compliance of all risk management, safety and health matters including:

- Create and maintain the club's Risk Management Plan encompassing all the activities of the club
- Ensure that all club participants are aware of their responsibilities under the club's Risk Management Plan
- Continually monitor club activities to identify and minimise risks
- Ensure playing, training and social facilities are continually monitored prior to each session to identify any unsatisfactory risks
- Be actively involved in the planning and development of new club social and fundraising activities to ensure there are no unacceptable risks
- Be the focal point for all health and safety enquiries

REQUIREMENTS

The Compliance Officer is expected to:

- Hold a strong understanding of all club activities
- Ability to review activities and facilities from a risk minimisation perspective
- Communicate effectively and possess good interpersonal skills
- Maintain confidentiality on relevant matters
- Act in the best interest of the members at all times
- Attend all Committee meetings
- Undertake the role in good faith and honesty

If at any stage the Compliance Officer becomes aware of a personal conflict of interest, real or perceived between themselves and the club, they should immediately notify the Club Chairperson of the conflict who will immediately inform all other committee members.

DESIRABLE ATTRIBUTES

The Compliance Officer should:

- be organised
- have computer skills
- be a good communicator
- be able to keep confidential matters confidential



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ADMINISTRATION

This document is administered by the Tea Tree Gully City Soccer Club Committee and will be reviewed every two years and updated where applicable.

Version History

Version	Date	Description	Next Review Date
1.0	6 June 2022	Adopted and endorsed by Committee	June 2024