



Job Description Agreement Form

Job Title: Vice President of Compliance

Purpose of Position: The Vice President of Compliance ensures that the league follows and operates under the regulations of bylaws, positions responsibilities, member agreements, USA Football certifications, and Conference policies. This position will also ensure SAFL keeps a high rating with the Sandpoint Community. He/ She will be responsible for the webpage, registrations, flyers, and newsletters.

Responsibilities:

- He / She shall preside in the absence of the President and shall work with other officers and committee members.
- He / She shall carry out such duties and assignments as may be delegated by the President.
- He / She shall attend all meetings and vote on motions. If unable to attend a meeting or function, he/she shall notify the President or Secretary.
- Acts as webmaster as is responsible for:
 - Update content on website through Blue Sombrero.
 - Sending out email communications to all SAFL parents and members.
 - Managing that Facebook agreements on access are followed.
 - Setup and manage registration by March 15 for cheer, football, camps, and 7 on 7.
 - Setup online player, coach, and team manager registration forms
 - Assist parents, coaches, and parents with online registration process as needed.
 - Provide registration updates to the Executive Board.
 - Assist President and VP of Operations with Rosters and Team Formation as needed.
- Responsible for flyers and newsletters, will delegate as needed to secretary.
- Responsible for registration records for current and past seasons.
- Responsible for the background checks of all coaches and board members.
- Responsible that the league is insured and meets requirements of SAFL.
- Responsible for the development and revision of the by-laws with the President.
- Responsible that coaches are Heads Up certified and the league is registered with USA Football. Ensures that the Director of Coaching is registered and trained as the Player Safety Coach.
- Responsible that league budgets are followed in operations, events, and programs.
- Responsible that equipment fittings follow USA Heads Up with VP of Operations and Equipment Manager.
- Responsible for League Forms, Templates, and Agreements.
- Coordinates and assists board meeting agenda with the Secretary.
- Ensures that SAFL remains in high rating with the Sandpoint Community.

Job Description Agreement – Vice President of Compliance 07/26/17



- Game Day:
 - Responsible that Sandpoint Parents, Players, and Coaches follow agreements. If broken He / She will resolve the issue per SAFL By-Laws.
- Works with president to ensure league is following policies, rules, and regulations.
- Ensures all board members, and SAFL members follow By-Laws and agreements.
- Will perform duties as prescribed by the Executive Board, if outside of Job Description.
- Responsible for the safe and effective operation of this organization.

I have read and understand the duties for holding the position of Vice President of Compliance. I promise to follow these guidelines to the best of my ability. Failure to abide by these guidelines can be cause for suspension or termination as noted in the SAFL By-Laws.

Print Name	Signature	Date
------------	-----------	------

Witnessed By:

Print Name	Signature	Date
------------	-----------	------