

Job Description

Compliance & Registration Officer

California Youth Soccer Association, Inc. – North (Cal North)

Reports To: Director of Membership

FLSA Status: Exempt, Full-Time

Location: Sacramento, California (Hybrid)

Salary Range: \$71,000 - \$79,000 annually

Position Summary

The Compliance & Registration Officer is responsible for administering Cal North's player and adult registration programs while ensuring compliance with all Association, U.S. Soccer, US Youth Soccer, and State of California requirements. This position oversees registration operations, risk management compliance, SafeSport, background screening, insurance administration, and member eligibility while supporting affiliated clubs, leagues, and District Commissioners.

The Compliance & Registration Officer plays a critical role in protecting the integrity of Cal North by maintaining accurate membership records, ensuring regulatory compliance, and delivering exceptional support to member organizations.

Mission

The mission of Cal North is for our Nine Districts to lead world-class membership support with resources to ensure our members score their goals as leaders in Northern California.

Work Area Responsibility

Primary Oversight

- Work Area 2 – Membership Services
 - Work Area 6 – Risk Management & Compliance
 - Supporting Work Area 7 – Business Administration & Operations
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Essential Duties & Responsibilities

Registration Administration

- Administer all player, coach, referee, volunteer, and adult registrations.
 - Manage annual registration cycles and timelines.
 - Maintain registration records and system integrity.
 - Support member organizations with registration questions and training.
 - Coordinate registration platform enhancements and updates.
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Risk Management & Compliance

- Administer SafeSport compliance.
 - Manage background screening and Live Scan tracking.
 - Monitor coaching and volunteer eligibility.
 - Ensure compliance with U.S. Soccer, US Youth Soccer, and State requirements.
 - Maintain compliance reporting for the Executive Director and Board.
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Insurance Administration

- Process certificates of insurance.
 - Coordinate accident and liability insurance claims.
 - Maintain insurance records.
 - Work with insurance providers and member organizations.
 - Provide insurance guidance to clubs and districts.
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Data Management

- Maintain accurate member databases.
 - Produce membership and compliance reports.
 - Monitor registration trends.
 - Ensure data quality and integrity.
 - Support organizational reporting and analytics.
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Member Support

- Respond to registration and compliance inquiries.
 - Train member registrars and volunteers.
 - Develop registration guides and educational resources.
 - Support affiliated organizations throughout the registration process.
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Operational Support

- Assist with competition eligibility verification.
 - Support audits and compliance reviews.
 - Assist with Annual General Meeting preparation.
 - Support department projects and organizational initiatives.
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Qualifications

Required

- Bachelor's degree or a minimum of three years of equivalent professional experience performing similar responsibilities to the description of the Compliance & Registration Officer position.
- Minimum three years of administrative or membership management experience.
- Strong attention to detail.
- Experience with database management.
- Excellent customer service and communication skills.
- Ability to manage confidential information.
- Strong organizational and analytical skills.

Preferred

- Experience with GotSport or similar registration software.
 - Knowledge of U.S. Soccer and US Youth Soccer registration requirements.
 - Experience with nonprofit or youth sports administration.
 - Insurance or compliance administration experience.
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Core Competencies

- Attention to Detail
 - Customer Service
 - Compliance Management
 - Data Accuracy
 - Organization
 - Communication
 - Problem Solving
 - Time Management
 - Accountability
 - Collaboration
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Key Performance Indicators (KPIs)

- Registration Accuracy
 - Compliance Completion Rates
 - SafeSport Compliance
 - Background Check Completion
 - Response Time to Member Requests
 - Insurance Processing Timeliness
 - Data Accuracy
 - Member Satisfaction
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Working Conditions

- Hybrid work environment.

- Occasional evening and weekend work during peak registration periods.
 - Attendance at Cal North events and meetings as needed.
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Benefits

- Medical, Dental & Vision Insurance
 - 401(k) Retirement Plan
 - Paid Vacation and Sick Leave
 - Professional Development
 - Technology Package
 - More - [Click here](#)
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Success in the Role

A successful Compliance & Registration Officer ensures every member is registered accurately, every compliance requirement is met, and every affiliated organization receives timely, knowledgeable support. This individual helps protect the Association while delivering exceptional service to clubs, volunteers, and members throughout Northern California.

Interested candidates should submit their **resume** and **cover letter** to:

Dane Denkers

Director of Membership

✉: ddenkers@calnorth.org

☎: (925) 596-9949