



## HEAD TRAINER

### ROLES & RESPONSIBILITIES

#### I. Roles and Responsibilities

- Be in attendance for all games and training sessions for the entirety.
- Ensure there are enough trainers for games and training sessions to cover all of the teams in attendance.
- Ensure all trainers have up to date qualifications and ensure they are booked and completed before expiration.
- Communicate with coaches in regards to injured players and returning injured players.
- Liaise with other medical professionals in regards to injured players rehab programs and support to be offered at a club level.
- Keep an up to date record of all injuries, ensuring these are filed and kept for the players ongoing follow ups.
- Ensuring all medical supplies are kept adequately stocked and order supplies as required.
- Ensure all kits are fully stocked, supplies within date and old stock is removed and replaced.
- Liaise with junior trainers to ensure they have all required stock and supplies they require and ensure they are aware that should anything be required, that they request if they need more supplies in a timely manner.
- Work with all team trainers to ensure they are confident as well as competent with taping techniques, injury management and stretcher drill

and feel supported in their role.

- Train and work closely with new trainers to improve their skill and knowledge and support their learning.
- Have an up to date file of all players with their emergency contacts information, medical conditions, previous injuries as well as allergies and have these updated annually.
- Ensuring any player under 18 has a signed consent form from a parent/guardian permitting the trainer on duty to treat their child in their absence.
- Ensuring that all Sports Trainers / First Aid Officers are aware of their duties as set out within their individual Position Descriptions and are meeting their requirements.
- Constantly monitor adequacy of the clubs' medical equipment / supplies for the various teams and the equipment / supplies in place at home grounds – including but not limited to first aid equipment, stretcher & neck brace, defib etc.
- In addition to regular in-season monitoring of equipment levels, undertake a post season stocktake of all returned equipment to ensure supplies are replenished before the start of the next pre-season
- Regular reporting to the Committee to ensure that key club officials are aware of how well the club is managing its first aid / medical program.
- Ensure that there is clear and complete record keeping at all times.
- Be the first point of contact for any trainer that may have a concern/question/issue/complaint that they would like to rectify or are seeking clarification for.
- Report any issues/concerns to the committee for further assistance.

## QUALIFICATIONS & SKILLS REQUIRED

### I. Certificates/Qualifications Required

1. First Aid & CPR
2. Working with Childrens Check
3. Min Level 1 Sports Trainer or QMP (Qualified Medical Practitioner)
4. AFL Concussion Management

### II. Skills Required

1. Good communication skills (players, coaches, parents)
2. Strong decision-making abilities
3. Honesty, reliability, commitment and good work ethic
4. Strong conflict resolution ability

***All Trainers for Senior competitions must have a minimum of either level 1 sports trainer qualification or a Qualified Medical Practitioner (QMP).***

***All Trainers for Junior competitions must have a minimum of a First Aid Certificate or a Qualified Medical Practitioner (QMP).***