



Position Details

Position title: Trainer Coordinator

Date of review: September 2018

Position objective

The Trainer Coordinator is responsible for providing a high level of sports medicine knowledge, procedures and advice within the club.

Responsible To

The Trainer Coordinator is directly responsible to the President.

Responsibilities and Duties

- Ensure completion of medical advice forms
- Evaluate each medical advice form and advise team trainers of player's condition
- Maintain a database of medical conditions for Club players
- Ensure completion of a care plan for each player identified (care monkey)
- Ensure clearance certificates are provided by a medical practitioner if a player is returning from any injury
- Ensure each team has an accredited trainer and provide on-going support
- Provide assistance with trainers during their accreditation period
- Maintain database of all trainers and league safer personnel within the Club
- Coordinate course registrations
- Ensure all necessary first aid equipment is available for all games
- Ensure proper set up of each field, including adequate first aid supplies

Knowledge and Skills Required

- A knowledge and understanding of the VDJRLFC and the ARL Code of Conduct and ARL Safe play Code is essential.
- Must be an ARL accredited Level Two Trainer
- Is able to communicate effectively and has good interpersonal skills
- Is well organised
- Sound computer skills
- Knowledge of Microsoft Office programs
- WWVP