



ENDEAVOUR HILLS JUNIOR FOOTBALL CLUB & AUSKICK



Incorporation Association No. A00053411 - ABN: 83 698 930 671

Position Description

Head Trainer (General Position)

Objective

- To coordinate the Club trainers
- To oversee the Club insurance program in conjunction with the Registrar
- To oversee the management of player injuries
- To provide support to the Executive and Committee members to ensure the efficient operation of the Club

Responsibilities

- Ensure that all teams have sufficient skilled training staff to service training and match days.
- Report all injuries to the club registrar for communication to club committee.
- Arrange training courses to ensure that all trainers are appropriately skilled in first aid and sports injury treatment.
- Ensure that all teams have an active and fully stocked first aid kit prior to the start of the season.
- Coordinate the management of player injuries and treatment to ensure that lost time due to injury is minimised.
- Work with the club Registrar to ensure the Club meets any league requirement regarding player insurance policy.
- Coordinate a register of injuries to players in all age groups.
- Provide advice to injured players regarding access to insurance claims including scope of the likely benefit.
- Manage and submit claims on behalf of injured player to the Insurer in conjunction with the club registrar.
- Reconcile claims and ensure players receive payments returned from insurer in conjunction with the club registrar.
- Assist other Committee members in their duties as required
- Undertake tasks at the request of the President, Executive or General Committee

Relationships

- Reports to the President and Club Executive
- Liaises with any injured player and medical/training staff
- Liaises with the Registrar
- Liaises with official Club suppliers & other key stakeholders

Accountability

- Accountable to the General Committee
 - Provide a report on portfolio operations to the monthly Committee meeting
- Seek ratification from the appropriate Committee member prior to committing the Club to any financial expenditure or action

