

FIRST AID COORDINATOR

INSERT
YOUR
CLUB LOGO

Reports to: Volunteer Coordinator

Purpose of the role

To ensure medical support is in place for all teams during training sessions and matches.

Qualifications & Desirable Characteristics

- Good communication skills (players, coaches, parents)
- Strong decision-making abilities
- Honesty, reliability, commitment and good work ethic
- Hold (or willing to gain) relevant “working with children” check as required by the relevant authorities
- Strong conflict resolution ability

Duties and Responsibilities

Duties include but are not limited to:

- To assist with recruitment of required Sports Trainers / First Aid Officers (where requested by the club)
- To ensure that all Team Sports Trainers / First Aid Officers meet the minimum qualifications as set out within the [AFL National Community Football Policy Handbook](#) (“National handbook”)
- Familiarity with relevant medical, health & safety related protocols as set out within the National handbook - including but not limited to, concussion, extreme weather, protective equipment, injury management etc.
- 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.
- Gain early support for replenishing any equipment / supplies as required to avoid any gaps
- 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.
- Clear record keeping

Time Commitment: 2-5 hours per week or as requested.