**<Insert Name of Club>**

**Position Description – Head Trainer**

**JOB TITLE:**

Head Trainer

**OBJECTIVE:**

To coordinator the Clubs trainers and manage the club’s insurance program. Also, oversee the management of player injuries and provide support to the Executive and Committee members to ensure the efficient operation of the club.

**RESPONSIBILITIES:**

* Ensure that all teams have a sufficient number of skilled training staff to service training and match days.
* Arrange training courses to ensure that all trainers are appropriately skilled in first aid and sports injury treatment.
* Coordinate the management of player injuries and treatment to ensure that lost time due to injury is minimised.
* Ensure the Club meets any league requirement regarding player insurance policy.
* Coordinate a register of injuries.
* 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.
* Reconcile claims and ensure players receive payments returned from insurer.

**RELATIONSHIPS:**

* Assist other Committee members in their duties as required
* Undertake tasks at the request of the President, Executive or General Committee
* Communicate with players and insurers

**ACCOUNTABILITY:**

* The trainers are accountable to the Committee, Vice President and President
* Liaises with any injured player and other training staff

**REFERENCE:**

<https://www.wafootball.com.au/development/volunteers/volunteer-position-descriptions>