# Club Name

your logo here

### Position Description Form

| **Job Title** | **Head Medical Trainer** | | |
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| **Accountability** | General Committee  Football Manager | | **Hours\_\_\_\_\_\_\_\_ / week – month - season** |
| General Description - Objectives | | | |
| * To coordinate the Club trainers * To manage the Club insurance program * 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 grades of football have sufficient numbers 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 to players in all Grades. * 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. * Assist other Committee members in their duties as required * Undertake tasks at the request of the President, Executive or General Committee | | | |
| Qualifications - Accreditations | | | |
| **Essential**   * Level Sports Trainer (or above) | | **Desirable** | |
| Relationships | | | |
| * Reports to the Vice President and Club Executive * Liaises with any injured player and medical/training staff * Liaises with the Secretary * Liaises with official Club suppliers & other key stakeholders | | | |
| Reporting | | | |
| * Accountable to the General Committee * Provide a report on portfolio operations to the monthly Committee meeting | | | |