



## Position Guidelines

**Position Name: First Aid Coordinator**

### Overall Role

Ensures there is a First Aid Volunteer (parent volunteer) available at all times during home games.

### Key Duties

1. Liaise with Secretary and Team Liaison Officer regarding communication to Club members to determine who has a First Aid Certificate and would be willing to be rostered on to assist if necessary.
2. Develop and maintain a roster of volunteers for first aid duties throughout the season.
3. Communicate with the First Aid Volunteers so that they are aware of their 'shifts'.
4. Liaise with the Match Day Coordinator regarding home game schedules and notify them of the appointed First Aid Volunteer.
5. Ensure Club's First Aid Kit is appropriately stocked at the beginning of the season and maintained throughout the season. Also, that there is a good stock of ice packs in the canteen's freezer.
6. Provide support to First Aid Volunteers as necessary.
7. Ensure Match Day Coordinator is aware to position the stretcher at the gate to the field and that access is kept clear at all times so that ambulance can enter in an emergency.
8. Ensure First Aid Volunteers (& Match Day Coordinator) complete a Club Incident Report in the event of an injury/accident and forward it to the Secretary (important if insurance is sought by injured at a later date).

### Guidance Notes

First aid incidents were few in 2011 – most of the time parents of the injured and/or coaches etc assist, therefore it is not an arduous task for the First Aid Volunteers. (However it is necessary)

### Useful Contacts

Secretary:	PH:
Team Liaison Officer:	PH:
Match Day Coordinator:	PH: