



Volunteer Position Description

First Responders Coordinator

The First Responders Coordinator is responsible for the management of the club's Health & Safety program, the development and management of First Responder's Officers as well as promoting positive attitudes towards physical activity, health and wellbeing and sport in general.

Responsible to

The First Responders Coordinator is responsible to the President of the Club.

Responsibilities

The ***First Responders Coordinator*** should:

- Meet requirement of the First Responders position description including having completed the appropriate NRL course and hold a current NRL accreditation (minimum age for First Responders is 18 years);
- At the commencement of the season ensure each age team has an adequate number of First Responders appointed and advise the Registrar.
- Liaising with all team members, parents, coaches and officials to ensure the players are aware of current policies and procedures relating to player safety and welfare;
- Acting as liaison officer between the club and each of the First Responder;
- Conduct monthly First Responder meetings to discuss performance and provide feedback;
- Ensuring all injury reports are completed promptly, correctly and lodged and recorded in the appropriate manner;
- **In conjunction with the Secretary and Registrar, ensure all First Responder are appropriately accredited;**
- **Manage 'MySideline Admin Squad Management' ensuring that non-players are assigned to team's;**
- Have a good working
- knowledge of the club constitution and club rules;
- At the commencement of the season ensure all players complete the Medical Advice Card.
- Ensure the First Aid Room is maintained and clean.
- Ensure all first aid responders are registered in 'MySideline Admin' with relevant coaching qualifications and WWC Bluecard accreditations;
- Manage 'MySideline Admin Squad Management' ensuring that non-players (first aid responders) are assigned to team's.

Initial Duties

- Be responsible for the club responder equipment supplied to First Responder; ensure stocks are adequate for each club responder at the commencement of each season (for purchase of new stock, a quote must be provided to the Committee for approve before any expenditure occurs);
- Ensure first aid kits within the Clubhouse are stocked and in date (for purchase of new stock, a quote must be provided to the Committee for approve before any expenditure occurs).