



# Dunoon United Football Club

## Position Description

### Injury & Insurance Liaison Officer

#### Objective

The club injury and insurance liaison office is primarily responsible for consultation and discussion with players who have sustained an injury during a game or at training.

#### Responsibilities

- Maintain first aid kits, ensuring that all supplies and equipment are readily available and within expiry dates
- Develop and maintain first aid skills, qualifications and accreditation
- Encourage all members, volunteers and officials to report any medical problems and injuries and to understand the importance of personal hygiene in relation to contact with blood and bodily fluids
- Maintain a sound knowledge of the organisation's policies regarding safety and first aid and maintain a clear understanding of the various insurance in place.
- Ensure that Club members are aware of the protection offered to them under the various insurances & steps to be taken in the event of a claim
- Assist club members to utilise insurance available to them
- Keep accurate records of all injuries and incidents and report to the Committee as soon as possible
- Ensure all insurances required by the club are current
- Prepare a report for presentation to committee meetings and members at the AGM

#### Relationships

- President and General Committee.
- Liaises with all team managers, coaches, players, parents and club staff

#### Accountability

- Accountable to the President and General Committee.

#### Essential Skills

- Enthusiasm and dedication.
- Good listening ability
- Effective communicator
- Ability to maintain accurate records
- Well organised
- Dedicated club person

#### Desirable Skills

- Experience with insurance policies and claims
- First Aid qualification

#### Time Commitment



# **Dunoon United Football Club**

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The estimated time commitment required as the Injury and Insurance Liaison Officer is less than 1 hour per week during the season.