

Trainer's Responsibilities and Duties

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General Services

- Development of an Emergency Action Plan (EAP)
- Primary assessment of any injury
- First aid treatment
- Supportive/Preventative taping
- Recommendations on participation following an injury
- Minor alterations and repairs of protective equipment
- Referrals of injured athlete for more medical care ie. Doctor, Physiotherapist, Athletic Therapist
- Injury rehabilitation programming

Practice Duties:

- Arrive 1 hour and 30 minutes prior to the start of all full practices
- For shorter practices i.e. Pre or Post game practices arrive at least 45 minutes before
- Lay out supplies upon arrival to prepare for taping
- Make sure ice and ice bags are prepared and available for the practice
- Review Emergency Action Plan (EAP)
- Once practice commences one staff member must be present on the field especially once contact drills have begun
- Facilitate player assessments with training staff and physicians if necessary

Game Day Duties

- *Pre Game*
 - Arrive at clubhouse 3 hours prior to game time
 - Lay out supplies for taping
 - Prepare Medical Supply Kits to be taken to the game
 - Ensure crutches, ice and ice bags, and water bottles are packed
 - Ensure you arrive at the field at least 1 hour prior to game time
 - Set up supplies at field
 - Do any last minute taping, spatting etc. that is required
 - Go over EAP Plan with visiting team training staff and introduce them to the physicians on call if they are present
- *Game Time*
 - Clarify Field and Bench Assignments
 - Field Staff: watch the field for mechanism of injury and enter the field when called upon to attend to an injured player
 - Bench Staff: is responsible for any taping, bandaging, other treatment and facilitation of assessments by training staff and or the team doctors
 - Communicate to position coach and head coach injured athlete status if necessary

- *Post Game*
 - Pack up supplies, ensure nothing remains behind on the benches or dressing room
 - Make list of any players requiring further post game assessments
 - Provide any necessary treatment or follow up
 - Provide summary of injuries to coaching staff

Additional Duties Required for Road Trips

- Pack supplies the night before departure, use a checklist to ensure nothing is forgotten
- Establish start time for taping and ensure all players are ready to go for warm up
- Set up supplies in room provided for pre-game preparation
- Ensure all supplies are packed that will be needed on field
- Introduce yourself to the host medical staff and find out about EAP, ice availability, etc.
- Prepare the sidelines and dressing room if necessary for taping and or injury management
- Post game it is easiest to hand out the ice once on the bus and after all stops for food/drink

Injury Documentation

- Complete an incident report on every injury that takes an athlete out of play for more than one series or requires the athlete to seek further medical attention
- To document minor injuries that may require further medical attention
- Use appropriate documentation forms

Communication

- Establish clear lines of communication between other therapists, team physician, and coaches concerning the health and welfare of the athletes
- Establish relations with other health professionals dealing with the athlete
- Maintain confidentiality of the athlete's health status
- Refer the athlete to the appropriate health care professionals as deemed necessary and follow-up subsequent rehabilitation and re-entry into sport

Supplies Inventory/Ordering

- Keep track of supplies used on a daily basis at practice and during games
- When running low on supplies let it be known immediately so more can be ordered before a certain supply is all gone

Emergency Procedures

- Review emergency procedures on an ongoing basis (including going over the EAP and running practice scenarios)