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|  | | **Date Completed** |
|  | Complete and return **Transfer of Duty Training Form** **(Form D8)**. |  |
|  | Be familiar with **all policies and procedures** including **Team Officials Codes of Behaviour** **(Form A5)**, etc. |  |
|  | Attend all team training sessions and games. |  |
|  | Liaise with the team coach regarding other duties aside from injury prevention and management. |  |
|  | Liaise and co-operate with the manager in the assessment of players whilst on tour. |  |
|  | Collect Trainers kit from Regional Sport Store at Mt Gravatt East. **BOOK APPOINTMENT WITH MICHAEL HERMAN.** **DO NOT ARRIVE UNANNOUNCED.** |  |
|  | Liaise with the appointed State Championship Sports Medicine Officer on issues concerning Metropolitan East team members. |  |
|  | Educate athletes and officials in all areas of the Sports Trainers responsibilities |  |
|  | Accurately and effectively communicate with team officials, team members and their parents in relation to injury prevention and management. |  |
|  | Accurately maintain appropriate records of injuries managed. |  |
|  | Maintain appropriate stock of first-aid equipment (with approval of Regional School Sport Officer). |  |
|  | Be responsible for the Sports Trainers Room (if available). |  |
|  | Organise fluid replacement for the athletes during training and competition. |  |
|  | Effectively implement infection control practices. |  |
|  | Provide appropriate initial management of sports injuries and reduce the likelihood of further damage. |  |
|  | Assist with the rehabilitation of the injured athlete and assessment of the athletes readiness to return to training and competition. |  |
|  | Have a knowledge of the components of a balanced meal, fluid replacement, pre and post event meals and recovery. |  |
|  | Effectively tape the ankle and or thumb and or finger as required by athletes. |  |
|  | Have knowledge of the use, advantages and disadvantages of dry wound and wet wound management. |  |
|  | Be able to conduct an effective warm-up, stretching and cool down program. |  |
|  | Ensure that you do not use your position to recruit students into school programs. |  |
|  | Understand and perform all duties in accordance with the **Metropolitan East School Sport Codes of Conduct**. |  |

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| **AFTER THE STATE CHAMPIONSHIPS** | | **Date Completed** |
|  | Return Trainers kit from Regional Sport Store at Mt Gravatt East. **BOOK APPOINTMENT WITH MICHAEL HERMAN.** **DO NOT ARRIVE UNANNOUNCED.** |  |
|  | Ensure that you have a complete understanding of concussion protocols of Queensland Representative School Sport and your specific sport. |  |