

## 2020 TRAINERS' MANUAL

This handbook should be read in conjunction with the SMJFL By-Laws which are available on the league website

# **I. Trainers Role and Responsibilities**

## **I.1 Availability**

Present for all team matches (home and away).

*If you are unavailable for a particular game you must notify the Team Manager and make arrangements for another club trainer to fulfil your role on the day*

## **I.2 First Aid Training**

*First Aid and CPR training will take place on Tuesday March 10<sup>th</sup> and Wednesday March 11<sup>th</sup> in our clubrooms.*

*Trainers can also make their own arrangements for accreditation. Please send receipts to [secretary@portcoltsjuniorfootballclub.com.au](mailto:secretary@portcoltsjuniorfootballclub.com.au) for reimbursement*

## **I.3 Essential Duties**

### **Pre-Game**

- a) Make yourself known to the opposition team's Trainer, ground trainer and/or ground manager (if applicable).
- b) Ensure you are familiar with location of essential emergency equipment
- c) Ensure first aid kit is present, and appropriately stocked (strapping tape, bandages, gauze, etc.) (Refer Checklist - Appendix 1)
- d) Ensure you have access to ice
- e) Conduct pre-game check with players re: injury concerns, any strapping required, etc.
- f) Provide any feedback to coach on any individual player concerns

### **During Game**

- g) Assess injuries and, if required, liaise with home ground Trainer and/or appropriate club personnel
- h) Complete an Injury Report for such incidents (Refer Appendix 2)
- i) Provide feedback to coach on any individual player concerns

### **Post-Game**

- j) Diagnosis, management, rehabilitation (in conjunction with Head Trainer as necessary, and feedback to coach)
- k) Keep records as per club requirements

# **2. Player/Personal Protection and Medical Information**

*Trainers will be informed by our Child Safety Officer of any private or confidential medical matters pertaining to a particular player*

### 3. Club Committee & Key Contacts

Name (Position)	Contact Details
Darren Williams - President	0424 190 880 darren.williams@ybr.com.au
Peter Martin – Child Safety Officer	0409 992723 Martin.Peter.S@edumail.vic.gov.au
<a href="#">Scott Graham – Incident Officer</a>	0410 562 552 <a href="mailto:treasurer@portcoltsjuniorfootballclub.com.au">treasurer@portcoltsjuniorfootballclub.com.au</a>
Annette Maloney - Secretary	0414 400 203 <a href="mailto:secretary@portcoltsjuniorfootballclub.com.au">secretary@portcoltsjuniorfootballclub.com.au</a>
See all committee members and their roles here	<a href="#">Club committee link</a>

### 4. Relevant Policies

#### 4.1 Trainers Role - Statement from the AFL

The AFL expects that football matches at all levels will be played in good quality environments and the safety of participants is central to that environment.

Sports trainers and first aiders have been part of Australian Football since the origins of the game. They are part of the fabric of every club and play a key role in player preparation and safety at all levels.

In community Australian Football clubs, first aid is usually provided by sports trainers or by other volunteers with medical or higher level allied health (e.g. nursing, physiotherapy, occupational health & safety) qualifications and experience. Sports trainers are likely to play a more major role when there is no-one else with medical or allied health qualifications at a game or training. It is important that sports trainers, and others, are well trained in the first aid needs specifically relevant to Australian Football at the level at which they are involved (e.g. Auskick, juniors, youth, seniors, females, talent pathway, AFL clubs, veterans etc).

The Australian Football League (AFL) believes that planning and practicing what to do when an emergency occurs is an essential part of risk management. All football leagues and clubs must be conversant with first aid procedures and able to deal with emergencies so participants are well cared for. All leagues and clubs should ensure that:

- A person with current first aid qualifications is available at all football games and training sessions.
- An appropriately and adequately stocked first aid kit and well maintained sport-specific rescue/transport equipment are accessible at all training and competition venues.

#### 4.2 South Metro Junior Football League (SMJFL) – Policy & By-Laws

The SMJFL supports the [Sports Trainers in Community Australian Football Policy](#) which is available on the AFL Victoria website.

## **18. Concussion**

18.1. If a player is deemed to be concussed on match day, they should not return to the field of play (or training) until such time as a doctor's certificate has been obtained indicating they are fit to play. This process is to be managed at club level.

## **19. Blood Rule**

19.1. Upon a player being noticed by an umpire to have blood on them, the player must leave the ground immediately via the designated interchange area to be attended to; and may be immediately replaced with an interchange player. Once the bleeding has

stopped, and all blood cleansed or covered (including uniform), the player may be interchanged back onto the ground.

19.2. This rule applies to all persons entitled to be on the ground during game times.

19.3. Trainers must wear gloves when attending to bleeding players, and all blood infected materials must be bagged separately and disposed of in an appropriate manner.

## **Relevant SMJFL By-Laws**

### **Trainer**

- 20.15. As per the [Sports Trainers in Community Football Policy](#), all Member Clubs must appoint a minimum of one Trainer per team who holds a minimum qualification of Provide First Aid with an up to date CPR component.
- 20.16. It is recommended that a venue trainer is present at all matches. If there is no venue trainer with Emergency Response Coordinator (ERC) qualifications present, trainers for under 13 and above age groups must also have completed ERC training.
- 20.17. A Trainer appointed pursuant to By-Law 20.15 must be present for the duration of all games in which the Trainer's team participates.
- 20.18. Each team must provide one first aid kit (including ice) for use by the team Trainer(s).
- 20.19. Medical Practitioners can act as a trainer provided, they are in a current clinical practice, are registered with the AHPRA and hold a current CPR qualification.
- 20.20. In the event of an injury to a player, a venue trainer or a second or third trainer may enter the field of play. Only 1 trainer is permitted on the team bench. Any additional trainers must be stationed off the field (outside the fence) and must be wearing the appropriate SMJFL bib.

"Medical Practitioners" means practicing and registered osteopaths, physiotherapists, chiropractors, practicing (acute care only) and Australian Health Practitioner Regulation Agency (AHPRA) registered medical doctors and nurses and paramedics.

## 5. Location of Key Equipment

Item	Location
Defibrillator	Club Pavilion next to canteen
Stretcher	Located next to each home coaches box on game day
Ice	Canteen
Medical Supplies/ Tape	Trainers responsible for maintaining their own first aid kit. Club reimburses all costs.

## 6. Emergency Information

### 6.1 Nearest Hospitals

**CLOSEST HOSPITAL - THE ALFRED HOSPITAL – 55 COMMERCIAL ROAD MELBOURNE**

All SMJFL footballers will receive a 50 per cent discount on their attendance at a Cabrini Emergency Department and a bulk billed Sports Physician follow-up visit on the Monday.

### 6.2 Emergency Access to Grounds

Ambulance entrance to ground is via Graham St gate, opposite Firestation (near corner of Williamstown Road)

### 6.3 Follow Up Procedures

Please contact parent on the evening of match day to follow up on Child's condition and send through a full report to [secretary@portcoltsjuniorfootballclub.com.au](mailto:secretary@portcoltsjuniorfootballclub.com.au)

## 7. Club Insurance

JLT Insurance provides coverage for players on match day  
[Claim form - Marsh](#)

## 8. HANDY RESOURCES

### SMJFL By-Laws

SMJFL By-Laws can be found under Rules, By-Laws and Policies on the SMJFL website: [www.smjfl.com.au](http://www.smjfl.com.au).

### AFL Policy

The [Sports Trainers in Community Australian Football Policy](#) can be found on the AFL Victoria website: [www.aflvic.com.au](http://www.aflvic.com.au).

### AFL Community Club

The following resources can be found on the AFL Community Club website: [www.aflcommunityclub.com.au](http://www.aflcommunityclub.com.au):

- [Management of Concussion](#)
- [Helmets & Mouthguards](#)
- [The Management of Injuries and Medical Emergencies in Community Australian Football](#)

- [Stretchers and Cervical Collars](#)
- [Musculoskeletal Screening for Australian Football](#)
- [Growth Related Injuries in Junior Footballers](#)
- [Soft Tissue Injuries](#)
- [Hamstring Strains](#)

## Appendix I – First Aid Kit

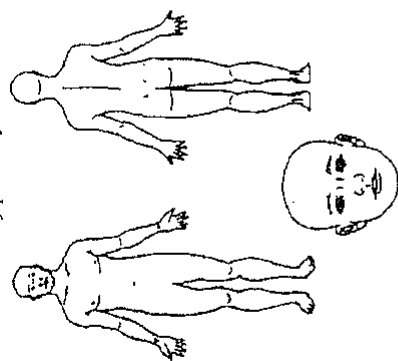
The following checklist is provided as a guide of what the first aid kit should include but is by no means exhaustive, for example players with asthma may require a Ventolin inhaler.

<b>Item</b>	<b>QTY</b>	<b>Item</b>	<b>QTY</b>
<b>Hygiene &amp; PPE</b>		<b>Dressings</b>	
CPR Face Shield	1	Low/Non Adherent Large	2
Tissues (pack)	1	Low/Non Adherent Small	3
Nitrile Gloves (pair)	5	Island Dressing Large	2
<b>Antiseptic &amp; Cleaning</b>		Island Dressing Small	3
Saline Ampule	5	Eye Pad (Sterile)	2
Alcohol Swab	4	Gauze Swabs Sterile 7.5cm	4
Iodine Swab	4	Flesh Colour Strips	20
Hand sanitiser	1	Fabric Strips	20
Safety pins (small bag)	1	Wound Closure Strips	5
Freezer Bags (packet)	1	<b>Misc. General</b>	
<b>Adhesives</b>		Rigid First Aid Box	1
Micropore Tape 2.5cm	1	Thermal Blanket	1
Rigid Sports Tape	1	Instant Ice Packs	4
<b>Bandages</b>		Stainless Steel Scissors	1
Cotton Crepe, 5cm	2	Note Pad & Pen	1
Cotton Crepe, 7.5cm	2	<b>Diabetic</b>	
Heavy Weight Bandage 7.5cm	2	Jelly Beans (small bag)	1
Triangular 110cm	2		

# Appendix 2 – Injury Reporting Form

## INJURY REPORTING FORM

Name: \_\_\_\_\_ Initials: \_\_\_\_\_ Position: \_\_\_\_\_ Player/Umpire/Coach/Spectator \_\_\_\_\_  
 Team: \_\_\_\_\_ Grade: \_\_\_\_\_ DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_ Gender: M  F  Venue/area at which injury occurred: \_\_\_\_\_

<p><b>Date of Injury</b> ____/____/____</p> <p><b>Type of activity at time of injury</b></p> <p><input type="checkbox"/> training/practice  <input type="checkbox"/> competition  <input type="checkbox"/> other _____</p> <p><b>Reason for Presentation</b></p> <p><input type="checkbox"/> new injury  <input type="checkbox"/> exacerbated/aggravated injury  <input type="checkbox"/> recurrent injury  <input type="checkbox"/> illness  <input type="checkbox"/> other _____</p> <p><b>Body Region Injured</b>                  Tick or circle body part/s injured &amp; name</p> <div style="text-align: center;">  </div> <p><b>Body part/s</b> _____</p>	<p><b>Nature of Injury/Illness</b></p> <p><input type="checkbox"/> abrasion/graze  <input type="checkbox"/> open wound/laceration/cut  <input type="checkbox"/> bruise/contusion  <input type="checkbox"/> inflammation/swelling  <input type="checkbox"/> fracture (including suspected)  <input type="checkbox"/> dislocation/subluxation  <input type="checkbox"/> sprain eg ligament tear  <input type="checkbox"/> strain eg muscle tear  <input type="checkbox"/> overuse injury to muscle or tendon  <input type="checkbox"/> blisters  <input type="checkbox"/> concussion  <input type="checkbox"/> cardiac problem  <input type="checkbox"/> respiratory problem  <input type="checkbox"/> loss of consciousness  <input type="checkbox"/> unspecified medical condition  <input type="checkbox"/> other _____</p> <p><b>Provisional diagnosis/es</b> _____</p> <p style="text-align: center;"><b>CAUSE OF INJURY</b></p> <p><b>Mechanism of Injury</b></p> <p><input type="checkbox"/> struck by other player  <input type="checkbox"/> struck by ball (eg dislocated finger)  <input type="checkbox"/> collision with other player/referee  <input type="checkbox"/> collision with fixed object (goal post)  <input type="checkbox"/> fall/stumble on same level  <input type="checkbox"/> jumping  <input type="checkbox"/> landing from jump  <input type="checkbox"/> slip/trip  <input type="checkbox"/> twisting to pass or accelerate  <input type="checkbox"/> overexertion (eg muscle tear)  <input type="checkbox"/> overuse  <input type="checkbox"/> temperature related eg heat stress  <input type="checkbox"/> other _____</p>	<p>Explain exactly how the incident occurred</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Were there any contributing factors to the incident, unsuitable footwear, playing surface, equipment, foul play?</p> <p>_____</p> <p>_____</p> <p>_____</p> <p><b>Protective Equipment</b>                  Was protective equipment worn on the injured body part? <input type="checkbox"/> yes <input type="checkbox"/> no</p> <p>If yes, what type eg mouthguard, ankle brace, taping. _____</p> <p><b>Initial Treatment</b></p> <p><input type="checkbox"/> none given (not required)  <input type="checkbox"/> RICE/R <input type="checkbox"/> dressing  <input type="checkbox"/> sling, splint <input type="checkbox"/> crutches  <input type="checkbox"/> massage <input type="checkbox"/> manual therapy  <input type="checkbox"/> CPR <input type="checkbox"/> stretch/exercises  <input type="checkbox"/> strapping/taping only  <input type="checkbox"/> none given - referred elsewhere  <input type="checkbox"/> other _____</p>	<p><b>Advice Given</b></p> <p><input type="checkbox"/> immediate return unrestricted activity  <input type="checkbox"/> able to return with restriction  <input type="checkbox"/> unable to return at present time</p> <p><b>Referral</b></p> <p><input type="checkbox"/> no referral  <input type="checkbox"/> medical practitioner  <input type="checkbox"/> physiotherapist  <input type="checkbox"/> chiropractor or other professional  <input type="checkbox"/> ambulance transport  <input type="checkbox"/> hospital  <input type="checkbox"/> other _____</p> <p><b>Provisional severity assessment</b></p> <p><input type="checkbox"/> mild (1-7 days modified activity)  <input type="checkbox"/> moderate (8-21 days modified activity)  <input type="checkbox"/> severe (&gt;21 days modified or lost)</p> <p><b>Treating person</b></p> <p><input type="checkbox"/> medical practitioner  <input type="checkbox"/> Emergency Medical Technician (EMT)  <input type="checkbox"/> physiotherapist  <input type="checkbox"/> nurse  <input type="checkbox"/> sports trainer  <input type="checkbox"/> other _____</p> <p><b>Signature of treating person</b> _____</p> <p><b>Today's Date:</b> ____/____/____</p>
---	---	--	--