



**Caulfield Bears**  
**Junior Football Club**

# **TRAINERS' HANDBOOK**

## 2021

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



## 1. Trainers Role and Responsibilities

### 1.1 Availability

Present for all team matches (home and away).

### 1.2 First Aid Training

Training is supplied by our partners at Colbrow Medics  
<https://firstaidevents.com/first-aid-training/>

### REQUIREMENTS:

#### U12 AND BELOW

- CPR annually
- First Aid every 3 years
- Current WWCC
- 2020 Aust Govt COVID Infection Control Training

#### U13 AND ABOVE

- CPR annually
- First Aid every 3 years
- AFL Emergency Response Controller ERC every 3 years
- Current WWCC
- 2020 Aust Govt COVID Infection Control Training

### 1.3 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 should be applied prior to arrival, 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. Request any additional first aid supplies from the clubs Trainer Coordinator

## 2. Player/Personal Protection and Medical Information

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Individual medical information is obtained at registration and communicated to the TM to share with the relevant trainers. This information is to be held in confidence and not to be shared.

## 3. Club Committee & Key Contacts

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<b>Peter Bremner - President</b> .....	0412 326 627
<b>Matt Dry – Secretary</b> .....	0400 898 627
<b>Jacinta Hamilton – Trainer Co-ordinator</b> .....	0419 001 536

## 4. Relevant Policies

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### 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.

#### Concussion (extract from SMJFL) – Policy & By-Laws

- 18.1. If a player is confirmed to have a concussion, they must have a Mandatory minimum of 12 days, prior to returning to training and games. They can then only return with a signed medical clearance from a doctor that will be given to the coach.

#### Blood Rule (extract from SMJFL) – Policy & By-Laws

- 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.

## 4. Relevant Policies continued








### Trainer (extract from SMJFL) – Policy & By-Laws

- 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.

### 4.3 COVID Safety Protocols

In order to ensure the safety of all players and trainers the following guidelines should be adhered to:

- Trainers should only be attending first aid incidents, that is emergency care or treatment for an ill or injured player prior to referral to a medical professional
- Players with pre-existing injuries should not receive treatment from a trainer for strapping or taping prior to games
- Trainers should not be massaging players
- Trainers must:
  - Medical officials must follow protocols as outlined in infection control training (i.e. disposal of gloves in between treatments, wearing of face masks).
  - Medical equipment must be sterilised between uses, which includes disposable cover/sheet to be used for player massage tables.
  - Treatment equipment to be wiped down and sanitised before and after each use.
- As per DHHS guidelines further personal protective equipment may be used but is not compulsory

TIER	For use in							
		Hand hygiene	Disposable gloves	Level 1 disposable gown and single use plastic apron	Disposable gown (level 1,2,3,4)	Surgical mask (level 1,2,3)	Surgical P2 / N95 respirator <sup>1</sup>	Eye protection (Glasses/ Goggles/ Face Shield)
<b>Tier 0 – Standard precautions<sup>2</sup></b>	For people assessed as low risk or no risk for COVID-19, that is, they do not meet the clinical criteria for COVID-19.	✓	As per standard precautions	As per standard precautions	As per standard precautions	As per standard precautions	✗	As per standard precautions
<b>Tier 1 – Area of higher clinical risk</b>	In areas of higher clinical risk <sup>3</sup> and where the person is NOT suspected or confirmed to have COVID-19 and is not in quarantine <sup>4</sup> .	✓	As per standard precautions	As per standard precautions	As per standard precautions	Level 1	✗	As per standard precautions
<b>Tier 2 – Droplet and contact precautions</b>	Direct care or contact with a person who is suspected or confirmed to have COVID-19 or is in quarantine <sup>5</sup> or where a history cannot be obtained.	✓	✓	✓ or ✓	Level 2, 3 or 4	Level 2 or 3	✗	✓
<b>Tier 3 – Airborne and contact precautions</b>	Undertaking AGP <sup>6</sup> on a person: with suspected or confirmed COVID-19; is in quarantine; or where a history cannot be obtained.	✓	✓	✗	Level 2, 3 or 4	✗	✓	✓

<sup>1</sup> Fit-check P2/N95 mask with each use. For information on P2/N95 respirators/masks go to <https://www.dhhs.vic.gov.au/health-services-and-general-practitioners-coronavirus-disease-covid-19>

<sup>2</sup> For information on standard precautions and hand hygiene, see <https://www2.health.vic.gov.au/public-health/infectious-diseases/infection-control-guidelines/standard-additional-precautions>

<sup>3</sup> Areas of higher clinical risk include: intensive care units, urgent care centres, and emergency departments.

<sup>4</sup> The current clinical criteria for testing is found at <https://www.dhhs.vic.gov.au/health-services-and-general-practitioners-coronavirus-disease-covid-19>

<sup>5</sup> All people confirmed or suspected of having COVID-19 or are in quarantine should wear a surgical mask, where tolerated, during the period of care or quarantine when in contact with other people.

<sup>6</sup> AGPs = aerosol-generating procedures. Examples include: bronchoscopy, tracheal intubation, non-invasive ventilation (e.g. BiPAP, CPAP), high flow nasal oxygen therapy, manual ventilation before intubation, intubation, cardiopulmonary resuscitation, suctioning, sputum induction, nebuliser use (nebulisers should be discouraged and alternatives considered such as a spacer). See the COVID-19 Infection prevention and control guideline at <https://www.dhhs.vic.gov.au/health-services-and-general-practitioners-coronavirus-disease-covid-19>

## 5. Location of Key Equipment

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Item	Location
Defibrillator	KP - In portable Canteen near cricket nets ECRR – inside the canteen (Grounds Manager to access and retrieve)
Bag Valve Mask Resuscitators	Replaces Mouth to Mouth and located with the defibrillator
Stretcher	KP - Next to portable canteen near the cricket nets ECRR – Next to the timers table
Ice	First Aid Kit
Medical Supplies/ Tape	First Aid Kit

## 6. Emergency Information

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### 6.1 Nearest Hospitals

#### **PUBLIC**

The Alfred Hospital  
55 Commercial Road, Melbourne  
or  
Monash Medical Centre,  
246 Clayton Road, Clayton,

#### **PRIVATE**

Cabrini Private Hospital  
181 Wattletree Road, Malvern  
or  
The Avenue Private Hospital  
40 The Avenue, Windsor

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

Koornang Park - access is via the gate in the carpark close to the Grandstand. The Padlock has a universal key held by Ambulance Victoria.

East Caulfield Rec Reserve Access is via the gate on Dudley St. The Padlock has a universal key held by Ambulance Victoria.

### 6.3 Follow Up Procedures

In the event that a player is injured and seeks medical treatment, the club requires a clearance from a Medical Professional prior to returning to training and play, particularly in the case of suspected concussion.

## 7. Club Insurance

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Club insurance details will be provided to the Parent/Guardian of any injured player requiring follow up treatment.

## 8. Handy Resources

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### 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 Club Help

The following resources can be found on the AFL Community Club website: <https://www.afl.com.au/clubhelp>:

- **Player Welfare**
  - Concussion
  - Inclusion & Vilification
  - Mental Health
  - Social Media Usage
  - Respectful Relationships
- **Concussion Management**
- **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 1 – 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.

ITEM	QTY	ITEM	QTY
<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		

# INJURY REPORT FORM



Name: \_\_\_\_\_

Initials: \_\_\_\_\_ Position: \_\_\_\_\_  Player  Umpire  Coach  Spectator

Team: \_\_\_\_\_ Grade: \_\_\_\_\_ DOB: / / \_\_\_\_\_ Gender:  Male  Female

Venue / Area at which injury occurred: \_\_\_\_\_

DATE OF INJURY: / /

**TYPE OF ACTIVITY AT TIME OF INJURY**

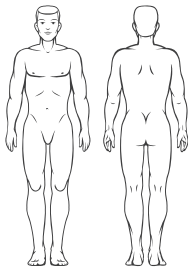
- Training/practice
- Competition
- Other \_\_\_\_\_

**REASON FOR PRESENTATION**

- New injury
- Exacerbated/aggravated
- Recurrent injury
- Illness
- Other \_\_\_\_\_

**BODY REGION INJURED**

Tick or circle body parts injured and name.



**NATURE OF INJURY/ILLNESS**

- Abrasion/graze
- Open wound/laceration/cut
- Bruise/contusion
- Inflammation/swelling
- Fracture (including suspected)
- Dislocation/subluxation
- Sprain eg. Ligament tear
- Strain eg muscle tear
- Overuse injury to muscle or tendon
- Blisters
- Concussion
- Cardiac problems
- Respiratory problems

- Loss of consciousness
- Unspecified medical condition
- Other \_\_\_\_\_

Provisional diagnosis/es \_\_\_\_\_

**CAUSE OF INJURY**

**Mechanism of Injury:**

- Struck by other player
- Struck by ball (eg. dislocated finger)
- Collision with other player/umpire
- Collision with fixed object (goal post)
- Fall/stumble on same level
- Jumping or landing from jump
- Slip/trip
- Twisting to pass or accelerate
- Overexertion (eg muscle tear)
- Overuse
- Temperature related eg. Heat stress
- Other \_\_\_\_\_

Explain exactly how the incident occurred: \_\_\_\_\_

Were there any contributing factors to the incident? Eg. Unsuitable footwear, playing surface, equipment, foul play? \_\_\_\_\_

**PROTECTION EQUIPMENT**

Was protective equipment worn on the injured body part?  Yes  No

If yes, what type? Eg. Mouthguard, brace, taping? \_\_\_\_\_

**INITIAL TREATMENT**

- None given
- RICER
- Sling/splint
- Massage
- CPR
- Strapping/taping only
- None given – referred elsewhere
- Treatment declined
- Other \_\_\_\_\_

**ADVICE GIVEN**

- Immediate return unrestricted activity
- Able to return with restriction
- Unable to return at present time
- Head Injury Advice card given

**REFERRAL**

- No referral
- Medical practitioner
- Physiotherapist
- Chiropractor or other professional
- Ambulance transport
- Hospital
- Other \_\_\_\_\_

**PROVISIONAL SEVERITY ASSESSMENT**

- Mild (1-7 days modified activity)
- Moderate (8-21 days modified activity)
- Severe (>21 days modified or lost)

**TREATING PERSON**

- Medical practitioner
- Physiotherapist
- Nurse
- Sports trainer
- Other \_\_\_\_\_

Signature of treating person: \_\_\_\_\_ Signature of Team Manager: \_\_\_\_\_

Signature of player/guardian: \_\_\_\_\_ Date: / / \_\_\_\_\_



# CBJFC INJURY REPORTING FORM



Name: \_\_\_\_\_

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Team: \_\_\_\_\_ Grade: \_\_\_\_\_ DOB: / / Gender:  Male  Female

Venue / Area at which injury occurred: \_\_\_\_\_

**DATE OF INJURY:** / /

## TYPE OF ACTIVITY AT TIME OF INJURY

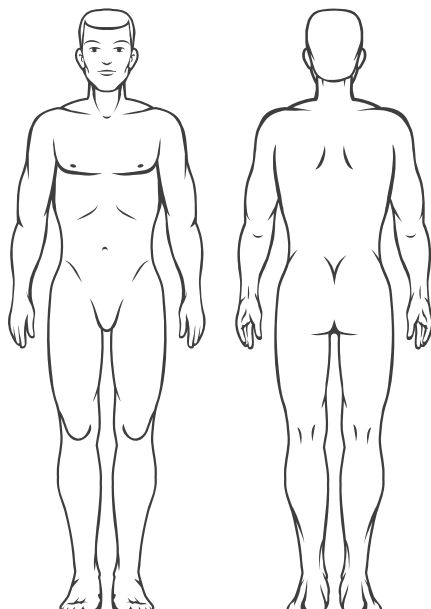
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Tick or circle body parts injured and name.



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- Strain eg muscle tear
- Overuse injury to muscle or tendon
- Blisters
- Concussion
- Cardiac problems
- Respiratory problems
- Loss of consciousness
- Unspecified medical condition
- Other

Provisional diagnosis/es

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## CAUSE OF INJURY

### Mechanism of Injury:

- Struck by other player
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- Temperature related eg. Heat stress
- Other \_\_\_\_\_

Explain exactly how the incident occurred:

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Were there any contributing factors to the incident?  
Eg. Unsuitable footwear, playing surface, equipment, foul play?

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## PROTECTION EQUIPMENT

Was protective equipment worn on the injured body part?

- Yes  No

If yes, what type? Eg. Mouthguard, ankle, brace, taping?

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## INITIAL TREATMENT

- None given
- RICER
- Sling/splint
- Massage
- CPR
- Strapping/taping only
- None given – referred elsewhere
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- Immediate return unrestricted activity
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## TREATING PERSON

- Medical practitioner
- Physiotherapist
- Nurse
- Sports trainer
- Other \_\_\_\_\_

Signature of treating person:

Signature of player/guardian:

Signature of Team Manager:

Date:        /        /