



Club Guide

I. Onboarding

- Clubs are encouraged to utilise their current pool of club members to fulfil the duties of First Aiders & Sports Trainers. Other possible recruitment pools include, but are not limited to, surrounding Universities, TAFEs, High Schools and other sporting clubs. The EDFL may also be able to assist your club by promoting/advertising your vacant positions.
- Ensure applicants meet the below criteria before assigning them match day duties:
 - Valid Working with Children check (Volunteer check if unpaid, Employee check if paid)
 - Must be at least 16 years of age.
 - All relevant accreditations are valid. First Aid & CPR (Minimum requirements for Junior competitions) and Level 1 Sports Trainer (Minimum requirement for Senior competitions). Qualified Medical Practitioners may be eligible for Recognition of Prior Learning through their professional work- Please seek clarification from EDFL.
 - The individual is registered to the club on PlayHQ as a 'Medical Officer'
 - Are aware and have been educated on the Club's Trainer reporting processes.
 - Has a thorough understanding of Concussion and Return To Play protocols as per AFL requirements.
 - They have been briefed on Club Emergency Procedures.
 - It is highly recommended a new Trainer is assisted for their first match and/or shadows a Head Trainer or experienced Trainer before being assigned a match on their own.

II. Additional Club Duties:

- Head Trainer to support new Trainers and assist with any injury and/or incident reports after the games.
- Ensure all club trainers wear clear 'Trainer' bibs. A club polo/jacket is also encouraged.
- Report any injuries, concerns or issues to the head trainer. Ensure the club has accurate record keeping of incidents, injuries & injury management.

Agreements & Remuneration

- I. Placements
 - If your club onboards a University student, ensure the club complies for the Career Development, Employability Guidelines and Standards set by the University. Communication between the club and the University is recommended prior to engaging in a placement arrangement, to guarantee the club meets all requirements for hosting (Supervision, Evaluation, Reporting and possible Site Visits). For any assistance or support in managing a placement, consult the EDFL.

- II. Contracts and Remuneration
 - Contracts and/or agreements between a club and Trainer are to be created and agreed to by both parties. The following Conditions of Employment are at the discretion of the club:
 - Pay Rate & Frequency.
 - Payment based on Hourly, Training/Match Day or all-day rate.
 - Minimum service requirements (i.e. percentage of match-days attended, total hours to be served).
 - Reimbursements

A useful tool for clubs to use in setting pay rates is to use the Australian Government 'Fair Work Ombudsman' Pay Calculator. Using the Sporting Organisations Award (MA000082) and selecting 'Sports Trainer', it will recommend appropriate pay rates for Casual, Part-time and full-time trainers.

- The Calculator can be found [here](#)
- For full charts and breakdown of recommended Pay Rate based on age, Qualifications and Penalty Rates, please see [here](#)

It is vital that any person/s that have been onboarded by a club meet and uphold the standards outlined in the club's Code of Conduct. If/when the EDFL requires its Club Trainers to undergo any additional training or to meet new standards, the Trainer must comply.

For any queries contact:
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