

East Brighton Vampires Junior Football Club

2026 TRAINERS' HANDBOOK

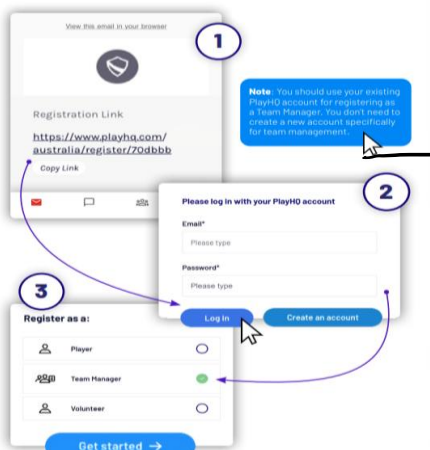
Date: March 2026
Approved: Karen Bennett
Review: March 2027

CALL 000 and ask for an ambulance for any serious or life or death medical emergencies

Purpose

- The purpose of this handbook is to help Trainers understand the requirements and expectations for the role.
- This handbook should be read in conjunction with the SMJFL By-Laws which are available on the SMJFL website, resources section [RULES, BY-LAWS AND POLICIES | SMJFL](#)

PlayHQ Registration - Volunteer

 <p>The screenshot shows the PlayHQ registration process for a volunteer. It is divided into three numbered steps: 1. A registration link is provided: https://www.playhq.com/australia/register/20d4bb. A note states: 'Note: You should use your existing PlayHQ account for registering as a team manager. You don't need to create a new account specifically for team management.' 2. A login form with fields for Email and Password. 3. A 'Register as a:' section with radio buttons for Player, Team Manager, and Volunteer. The Volunteer option is selected. A 'Get started' button is at the bottom.</p>	<h4><u>Register PlayHQ</u></h4> <ul style="list-style-type: none"> • Go to www.govampires.com • Click on the register now button • Log in or create an account in Play HQ • Select Medical Officer • Follow all prompts • You will need to key in information on your WWCC, etc.
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Qualifications

The SMJFL By-Law requires each competing team to have an appropriately qualified Trainer available & present at all home, away and finals fixtures.

The Trainer must hold at minimum the following qualifications:

- HLTAID011 - Provide First Aid
 - Requires renewal every three (3) years
- HLTAID009 - CPR
 - Requires renewal every 12 months
- has completed the FREE ONLINE AFL First Aid and Concussion Management online module within the previous 24 months "**AFL First Aid and Concussion Management**", it takes approximately 40 minutes to complete and provides up to date information regarding concussion management.

Please provide a copy of all certificates to playerwelfare@govampires.com

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.

The Club requires each team to have two (2) qualified Trainers at their disposal. The Club will cover all costs associated with the Trainers' qualification process.

Compulsory Working with Children

- Please note that all Trainers are required to hold a current Working with Children (WWC).
- If you do not have a current WWC or your WWC has expired, please visit <https://www.workingwithchildren.vic.gov.au/> and follow the links through the 'Individuals' heading. As a Volunteer this is free of charge. For business address please type in Email: childsafetyofficer@govampires.com

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Technology – download the following.

Injury Reporting

Head First App – this is where our trainers will record any injuries sustained by players.

Please go to [Apple App Store](#) or [Google Play](#) to download the app. Once downloaded, activate your account.

Concussion Assessment

SMJLF 2026 Concussion Management

Download **HEADCHECK APP** to assist in assessing for concussion

[HeadCheck on the App Store \(apple.com\)](#)

[HeadCheck - Apps on Google Play](#)

Trainers are to work within their scope of practice, e.g. trainers with Apply First Aid qualification cannot diagnose a concussion and can only **suspect** a concussion. A player with a suspected concussion **must** be referred to a Medical Practitioner to be properly assessed, once assessed the parent is to provide a Medical Clearance or follow the return to play protocols monitored by the Medical Practitioner.

Trainers are to lodge the injury report as soon as possible. In relation to suspected concussions, we will log these in Play HQ – this means that the player cannot be selected until the parent provides a medical clearance in Play HQ.

For all the latest policies, guidelines etc. click on this link: [CONCUSSION RESOURCES | SMJFL](#)

First Aid Kit

Every Team Manager kit is issued with a First Aid kit.

Please check and re-check your First Aid kit on a weekly basis against the Checklist provided.

If you need replacement stock, please email Karen Bennett on playerwelfare@govampires.com who will arrange replacements.

Matchday

Pre-Game

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

During Game

- Assess injuries and, if required, liaise with home ground Trainer and/or appropriate club personnel
- Complete an Injury Report via **Head First App** for such incidents.
- Provide feedback to the coach on any individual player's concerns.
- For minor injuries notes in the notepad provided in case an injury report is required later.

Post-Game

Management and rehabilitation (in conjunction with Head Trainer as necessary, and feedback to coach)
Keep records as per club requirements.

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Player/Personal Protection and Medical Information

Please check with each team member, in the Head First App there will be a note to contact parents if they need to advise you of any medical conditions. All details are private & confidential and only key personnel should be made aware.

Club Committee & Key Contacts

Name (Position)	Contact Details
Karen Bennett, GM, Medical,	playerwelfare@govampires.com gm@govampires.com
Neil Schlittler, Incidents	incident@govampires.com
Jarrold Hall, President	president@govampires.com
Jayne Parfitt, Football Operations	footballoperations@govampires.com
Dan Mackay, Child Safety Officer	childsafetyofficer@govampires.com

South Metro Junior Football League (SMJFL) – Policy & By-Laws Applicable to Trainers

The SMJFL supports the [Sports Trainers in Community Australian Football Policy](#) which is available on the AFL Victoria website. This section needs to be read in conjunction with the SMJFL By-Laws which are available on the Club or SMJFL website. The following points section represents critical excerpts from the SMJFL By-Laws:

By Law - 17. Interchange

Despite By-Law 17.1, an injured player need not leave the field via the designated interchange area but the replacement player must not enter the field until the injured player has left the field, and must do so via the designated interchange area. If a player who is injured leaves the ground at any place other than through the Interchange area; that Player can return onto the ground via the Interchange area only if the trainer has assessed the player and they deem them fit to take the field.

By Law - 18. Concussion

18.1 Participating Clubs shall comply with concussion protocols - [AFL Community Concussion Guidelines - Play AFL](#) issued from time to time by the League.

18.2 If a Player is deemed to be concussed on match day or at training, they shall not return to the field of play or training as per the concussion protocols and, in addition, following receipt of a doctor's certificate indicating they are fit to resume play and/or training

By Law - 19. Blood Rule

19.1. Upon a player being noticed by a Field 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 on any part of the player's uniform), the player may be interchanged back onto the ground. For clarity, the clock is not stopped due to the application of this By-Law.

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.

Statement from the AFL – Trainers Role

[Sports Trainers in Community Australian Football Policy](#)

By Law - 20. 'Trainer' (position overview)

20.16 As per the Sports Trainers in Community Football Policy, all Participating 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.

20.17 It is recommended that a Venue Trainer is present at all matches. If there is no Venue Trainer with Emergency Response Coordinator (ERC) or AFL First Aid and Concussion Management qualifications present, the home team Trainer for Under 13 and above age groups must also have completed one of these two qualifications.

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20.18 A Trainer appointed under By-law 20.16 must be present for the duration of all games in which the Trainer's team participates.

20.19 Each team must provide one first aid kit (including ice) for use by their team Trainer(s).

20.20 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.

20.21 If a Player is injured, a Venue Trainer or a second or third Trainer may enter the field of play. Only one 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.

Location of Key Equipment – East Brighton Vampires JFC Home Grounds

Item	Location
AED / Defibrillator	<ul style="list-style-type: none"> Hurlingham Park First Aid Room (Southern end of pavilion past umpires and scorer's room) Holmes-Todd Oval First Aid Room (between the changerooms on car park side) Moorabbin West Oval – Canteen operators has access
Stretcher	<ul style="list-style-type: none"> Hurlingham Park – First Aid room (Southern end of pavilion past umpires and scorer's room) Not available at Holmes-Todd / Moorabbin West Oval
Ice	<ul style="list-style-type: none"> Hurlingham – First Aid Room Freezer (Southern end of pavilion past umpires and scorer's room) Holmes-Todd/Moorabbin West – Please bring your own Away Games – please take your own <p>Please take your own ICE to all games as there may be limited supplies at clubs.</p>
Medical Supplies/ Tape	<ul style="list-style-type: none"> For replenishment of medical supplies please email Karen Bennett gm@govampires.com

Emergency Access to East Brighton Vampires JFC Home Grounds

CALL 000 and ask for an ambulance for any serious or life or death medical emergencies

EBVJFC Home Ground	Specific Instructions
Hurlingham Park Ovals 1 & 2	Access to both ovals is via Francis Street, BRIGHTON EAST NB PLEASE stress this to the 000 operator as the ambulance has responded to the wrong location previously.
Moorabbin West	Via car park on Widdop Crescent, MOORABBIN WEST
Holmes-Todd Oval Elsternwick	St Kilda Street, ELSTERNWICK
Away Games	Check with home team Trainer regarding Ambulance access

Emergency Information - Hospitals / Medical Centre / Emergency Dental

CALL 000 and ask for an ambulance for any serious or life or death medical emergencies

Name of Medical Facility	Location & Contact Details
Sandringham Hospital (Public)	193 Bluff Road, SANDRINGHAM Ph. 9076 1000
Holmesglen Private Hospital (Private)	490 South Road, MOORABBIN Ph. 9567 9000
Cabrini Private Hospital (Private)	183 Wattletree Road, MALVERN Ph. 9508 1500 (SMJFL Partner)
Alfred Hospital (Public)	55 Commercial Road, MELBOURNE Ph. 9076 2000
Dandenong Hospital (Public)	135 David St, DANDENONG Ph. 9554 1000
Monash Medical Centre (Public)	246 Clayton Rd, CLAYTON Ph. 9594 6666
24/7 Dental	73 Keys Road, CHELTENHAM Ph. 9044-0777
Hihett Medical & Dental	1209-1215 Nepean Hwy, HIGHETT Ph. 8523-9000

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Infection Safety Protocols

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:
 - Follow protocols as outlined in infection control training (i.e., disposal of gloves in between treatments, wearing of face masks as required).
 - Medical equipment must be sterilised between uses.
 - Treatment equipment to be wiped down and sanitised before and after each use.

Follow Up Procedures

For any patients attending hospital or doctors due to an incident at training or games, they must provide written clearance to Karen Bennett via playerwelfare@govampires.com prior to the return to training and games.

Club Insurance

- Marsh is the Club (and League's) insurer.
- If there are any injuries that may require insurance claim, advise Karen Bennett gm@govampires.com.
- This is the link [Australian Football Community Clubs | National Risk Protection Program | Marsh](#) to the this form and must be signed off by the General Manager prior to claim being processed. (scroll down the webpage until you see make a claim).

Additional Resources

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](#)