



**Australian Rugby League
Sports Trainers'**

CODE OF PRACTICE

Version 1

1. FOREWORD

What this code of practice is about

This code of practice provides practical advice to accredited ARL Leaguesafe and Sports Trainers who are either employed or volunteer. This code of practice will also provide provisions for skill maintenance and use of first aid equipment, facilities and services within the club either at home or away at other grounds.

This code of practice also seeks to promote and strengthen the good reputation of Rugby League, rugby league staff and volunteers by establishing acceptable standards of performance and behaviour while on duty with both at home and away grounds.

Who does this code of practice apply to?

This code of practice applies to ALL accredited Leaguesafe / Sports Trainers / Head Trainers who provide first aid to players.

Why have a code of practice?

The introduction of a code of practice is to ensure that **ALL** Leaguesafe / Sports Trainers and Head Trainers who provide first aid services within the club are aware of their obligations within the club structure. This code of practice will also provide a framework in which Leaguesafe / Sports Trainers / Head Trainers will operate.

Acknowledgement of ARL policies

The Australian Rugby League policies are to be read in conjunction with this code of practice.

- On Field Policy (See annexure A)
- Field Identification (See annexure B)
- Head Injuries (See annexure C)

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2. **Definitions**

Biological hazards mean substances which consist of, or which may contain micro-organisms or non-viable products of living matter, which can create a risk to health of an individual or individuals.

Examples:-

Blood and saliva is a biological hazard because it may contain hepatitis B and C or HIV viruses.

Business for the purpose of this code of practice will be defined as a person/s or organisation who contracts themselves or others on their behalf to provide a service for reward, financial benefit or any other benefit.

Change room/dressing sheds - a place where a player/s prepare for a rugby league game which includes, but not limited to, changing clothes or any other process where a player prepares for a game of rugby league.

Executive Committee consists of a club President, Secretary Treasurer and Registrar.

Sports Trainers Co-ordinator – The senior member of the sports trainer team who co-ordinates all Sports Trainers (Sports Trainer Level 1 and 2) and provides training, mentoring, management and direction to other members of the Sports Trainer team.

Sports Trainers Level one (1) and two (2) - person/s that are accredited Sports Trainers under the ARL Sports Trainers' National Accreditation Scheme.

First aid means the immediate care given to an ill or injured person until more advanced care arrives or the person recovers.

First aid equipment includes a first aid kit.

First aid personnel means a person with a ARL Sports Trainer qualification.

First aid qualification means Australian Rugby League accredited Sports Trainer qualification.

Individual means a person who is not defined as a business, a single entity.

Sharps mean pointed or cutting implements that are capable of inflicting a penetrating injury.

Volunteer for the purpose of this code of practice will be defined as a person or persons who volunteer their time for no reward or benefit, and provide their services for the good and benefit of rugby league clubs and patrons.

3. **Executive Committee** will oversee the operation of the Sports Trainer team in consultation with the Sports Trainers Co-ordinator. The executive committee acknowledges the dynamic role of the Sports Trainer team and understands that the Sports Trainers within the club structure have the last say in player welfare and injury management, unless a suitably qualified medical professional is in attendance i.e. doctor. The Executive Committee will assist the Sports Trainer team in recruiting parents/patrons and other suitable person/s into the Sports Trainers team. The executive committee will assist the Sports Trainers team in ensuring adequate equipment is either purchased or made available for Sports Trainers use. The Sports Trainers Co-ordinator will be included in all education grant applications to assist in the recruitment and training and future development of Sports Trainer staff.

4. **Sports Trainers Co-ordinator** will provide a high level of sports medicine knowledge, procedure and advice within the club. It is desirable that this person will hold a Level 2 Head Trainer accreditation. If a Level 2 is not available, then a Level 1 with appropriate experience and qualifications as deemed appropriate by the National Safety Education Manager. The Sports Trainers Co-ordinator is answerable to the Executive Committee.

Duties:-

- Ensure all Sports Trainers within the club hold appropriate qualifications as per ARL policy.
- Assist with further education for all Sports Trainers within the Club.
- Maintain accurate records of the Sports Trainers and their qualifications/experience.
- Assume responsibility for the qualification of Sports Trainers.
- Arrange, through the Executive Committee, appropriate training, training locations and time for Sports Trainers to be trained.
- Prepare a roster of qualified Sports Trainers for all club home games.
- Ensure all necessary first aid equipment is available for all games (home and away).
- Supervise and follow up all injuries reported by Sports Trainers from weekend games and conduct follow up for players who need to provide medical clearances.
- Ensure that Sports Trainers have the necessary equipment required.
- Ensure that Medical Advice Cards are completed and up to date.
- Explain the rules in regard to head, cervical and other serious injuries.
- Explain to players, coaching and other club personnel the importance of personal hygiene in relation to contact with blood.
- Keep accurate records of players' injuries and audit Sports Trainers (ARL Injury Report Form Booklets).
- Implement procedures within the club for reporting of major injuries sustained by players to the Sports Trainers Co-ordinator.
- Keep the Committee informed of all relevant issues, by providing monthly reports to the club Executive.

5. **Accredited ARL Sports Trainer – Blue Shirt/Vest** - within the club will be responsible for observing and monitoring players who have been removed from the field of play through injury/illness.

Other duties **will** include:-

- Assisting injured/ill player on/off the field of play at training and/or at a game.
- To assist an injured/ill player off the field of play in the absence of a Head Trainer or when more than one accredited ARL Sports Trainer is needed.
- Completion of relevant paperwork such as Injury Report Forms, Head Injury Advice Forms.
- Complete and file relevant paperwork with the club in accordance with local arrangements after completed games so that injury follow up can be conducted by the Sports Trainers Co-ordinator.
- Only ARL qualified personnel will assist teams in strapping of players.

(Minimum qualification is ARL Sports Trainer Level 1)

ACCESS – As per ARL policy, Sports Trainer staff have unlimited access to attend an injured/ill player and to administer water, but is not allowed or permitted to carry, convey or deliver messages.

6. **Accredited ARL Head Trainer – Orange Shirt/Vest** – within the club will be responsible for, and have the final decision in player welfare as well as observing and monitoring players who have been removed from the field of play through injury/illness. (*Duties as per Sports Trainer Level 1 Blue shirt criteria*)

- (a) Qualification **MUST** be ARL Sports Trainer – LEVEL 2
- (b) The Head Trainer will be the most senior person within the ARL Sports Trainer team.
- (c) The accredited ARL Head Trainer will make the final decision on a player’s welfare in the absence of a medical professional.
- (d) Coaches/administrators/players must comply with the decision of the ARL Head Trainer at all times.
- (e) **UNLIMITED ACCESS TO ATTEND AN INJURED/ILL PLAYER.**

Other duties **will** include:-

- Assisting injured/ill player off the field of play at training and/or at a game.
- To assist an injured/ill player off the field of play in the absence of a Head Trainer or when more than once accredited ARL Sports Trainer is needed.
- Completion of relevant paperwork such as Injury Report Forms, Head Injury Advice Forms.
- File relevant paperwork with the club in accordance with local arrangements after completed games so that injury follow up can be conducted by the Sports Trainer Co-ordinator
- Only ARL qualified personnel will assist teams in strapping of players within the club.

7. Management of paid Sports Trainer staff (BUSINESS)

Payment of Sports Trainer staff within the club structure will generally not be supported by the Sports Trainers Co-ordinator unless extenuating circumstances exist, i.e. no Level 1 and Level 2 Sports Trainers are available.

The employment of a paid Sports Trainer within the club will be in strict consultation with the Executive Committee and the National Safety and Education Manager. This will solely depend on experience, qualification and outstanding performance issues.

All volunteer Sports Trainers will be provided the first opportunity of a paid event before an offer is made to any other Sports Trainer from another club or business.

Where the offer is made to a paid business i.e. a person who contacts Sports Trainers services to the club and fits the definition of a business as set out in definitions, will provide a JP certified copy of the "Certificate of Currency" from an insurer with no less than 10 million dollars of insured value.

The paid business will provide all relevant paperwork associated with the Sports Trainers scheme, such as Injury Report Booklets, Head Injury Advice Forms as per ARL policy. The paid contactor will also provide all equipment to manage players in all conditions associated with the game (Annexure E). This equipment and associated paperwork will be inspected by the Sports Trainer Co-ordinator to ensure suitability prior to the commencement of any paid activity.

The paid business **will be subject to this code of practice** and will be the responsibility of the Sports Trainer Co-ordinator. This paid person will be directly answerable to the Sports Trainer Co-ordinator and the Executive Committee of the club.

In the event of a complaint received about the conduct or player management/treatment of the paid business, this will be investigated by the Sports Trainer Co-ordinator. The person subject to the complaint will be advised either in writing or verbally within two (2) days of the complaint being received. All paid services will be suspended until the outcome of the investigation.

The circumstances of the complaint and subsequent investigation will be provided to the Executive Committee and the National Safety Education Manager. The person/ subject to the investigation will be advised of the outcome in writing or verbally.

In the case of a serious criminal allegation, this will be referred immediately to the respective state and territory Police Service by the Sports Trainer Co-ordinator in consultation with the Executive Committee.

All other matters involving Sports Trainers conduct and/or player management/treatment – the person/s involved will be advised in writing or verbally of the outcome and whether any disciplinary action will be taken.

In the event that Sports Trainer staff are being trained and a paid Sports Trainer has been employed, the paid Sports Trainer will take responsibility for the away team at home games and the training Sports Trainer will take responsibility for all club players.

"Payment for services will be done by cheque"

8. Management of Paid Sports Trainer Staff (INDIVIDUAL)

Payment of Sports Trainer staff within the club structure will generally not be supported by the Sports Trainer Co-ordinator unless extenuating circumstances exist, i.e. no Level one and Level two Sports Trainers available.

The employment of a paid Sports Trainer within the Club structure will be in strict consultation with the Executive Committee and the National Safety Education Manager. This will solely depend on experience, qualifications and outstanding performance issues.

All volunteer Sports Trainers will be provided the first opportunity of a paid event before an offer is made to any other Sports Trainer from another club or business.

Where the offer is made to an individual, the insurance cover is under insurance from respective leagues as long as the individual is not classified as a business as defined in the definitions section.

The paid individual will be provided with all relevant paperwork associated with the Sports Trainers' scheme such as Injury Report Booklets, Head Injury Advice Forms as per ARL policy. The club will provide all equipment for the individual to complete the necessary tasks associated with Sports Trainer services for the game employed.

The paid individual will be subject to this code of practice and will be the responsibility of the Sports Trainer Co-ordinator. This paid person will be directly answerable to the Sports Trainer Co-ordinator and the executive committee of the club.

In the event of a complaint received about the conduct or player management / treatment of the paid individual, this will be investigated by the Sports Trainer Co-ordinator. The person subject to the complaint will be advised either in writing or verbally within two (2) days of the complaint being received. All paid services will be suspended until the outcome of the investigation.

The circumstances of the complaint and subsequent investigation will be provided to the executive committee and the National Safety Education Manager. The person / s subject to the investigation will be advised of the outcome in writing or verbally.

In the case of a serious criminal allegation, this will be referred immediately to the respective state and territory Police Service by the Sports Trainer Co-ordinator in consultation with the executive committee and all documentation forwarded to the National Safety Education Manger.

All other matters involving Sports Trainers conduct and / or player management / treatment, the person / s involved will be advised in writing or verbally of the outcome and whether any disciplinary action will be taken.

In the event that Sports Trainer staff are being trained and a paid Sports Trainer has been employed, the paid Sports Trainer will take responsibility for the away team at home games and the training Sports Trainer will take responsibility for all club players.

“Payment for services will be done by cheque”

9. Management of Volunteer Sports Trainers

Management of volunteer Sports Trainers will be the responsibility of the Sports Trainer Co-ordinator within the Rugby League club.

Training, equipment and paperwork will be provided by the club and administered by the Sports Trainer Co-ordinator. All equipment issues to volunteer Sports Trainers will be returned to the Sports Trainer Co-ordinator at the end of the Rugby League season and re-issued at the start of the Rugby League season. It will be the responsibility of the Sports Trainer Co-ordinator to ensure that training to volunteers to use such equipment is made available and records kept.

The volunteer Sports Trainer at the club will be provided support and every opportunity to develop skills and confidence within the club structure so that they can perform their duties to the best of their ability.

In the event of a complaint received about the conduct or player management / treatment of the volunteer Sports Trainer, this will be investigated by the Sports Trainer Co-ordinator. The person subject to the complaint will be advised either in writing or verbally within two (2) days of the complaint being received. All Sports Trainer services will be suspended until the outcome of the investigation.

The circumstances of the complaint and sequent investigation will be provided to the executive committee and the National Safety Education Manager. The person /s subject to the investigation will be advised of the outcome in writing or verbally.

In the case of a serious criminal allegation, this will be referred immediately to the respective State and Territory Police Service by the Sports Trainer Co-ordinator in consultation with the executive committee and all documentation forwarded to the National Safety Education Manager.

All other matters involving a Sports Trainers conducted and / or player management / treatment, the person / s involved will be advised in writing or verbally of the outcome and whether any disciplinary action will be taken.

10. Management of Sports Trainer Co-ordinator

It will be the responsibility of the Club executive to manage any complaints that arise as a result of the conduct of the Sports Trainer Co-ordinator or any complaints that arise about the clinical management of players in consultation with the National Safety Education Manager of the ARL.

(Duties and responsibilities of the Sports Trainer Co-ordinator are listed on page four (4) of this code of practice.) **CHECK PAGE NO'S.**

The Sports Trainer Co-ordinator will be subject to the same investigation processes as other Sports Trainers within the club structure with the investigation being initially conducted by a suitably qualified member of the executive in consultation with the National Safety Education Manager of the ARL.

In the case of a serious criminal allegation, this will be referred immediately to the respective State and Territory Police Service by a member of the executive committee.

All other matters involving the Sports Trainer Co-ordinators conduct and / or player management / treatment, the person involved will be advised in writing or verbally of the outcome and whether any disciplinary action will be taken.

11. Annexure A



AUSTRALIAN RUGBY LEAGUE SPORTS TRAINERS' NATIONAL ACCREDITATION SCHEME



ON - FIELD POLICY

1. All official personnel over the age of (14) years, who enter the field of play must possess an ARL Leaguesafe Certificate of Attendance or an Accredited Sports Trainers' Statement of Attainment and an ARL ID Number.
2. No person other than the abovementioned personnel, or those with ARL acceptance, shall administer first aid or offer advice to an injured / ill player. Personnel with other qualifications must be ratified by the National Safety Education Manager and equate with the ARL Sports Trainers' National Accreditation Scheme, to receive a Statement of Attainment and an ARL ID Number.
3. All injuries / illnesses and assessments must be recorded in the ARL Injury Report Booklet.
4. Each player shall complete the ARL Medical Advice Card before training or playing. This will be the responsibility of the designated Accredited ARL Sports Trainer to ensure all cards are completed and kept up to date. This process must be supported by Club Officials. All Privacy Laws must be adhered to.
5. The Accredited ARL Sports Trainer shall at all times, whilst a game is in progress, be in a position to respond quickly should an injury / illness occur.
6. The Accredited ARL Sports Trainer shall have the final say on whether a player should continue in the game and when to resume playing in the game. If a doctor is in attendance at the game venue, he / she shall make this decision. Serious injuries requiring a Medical Clearance prior to training / playing must be presented to the ARL Sports Trainer
7. An Accredited ARL Sports Trainer shall be attached to each Junior International and Senior team. It is preferred that at least (2) two be available.
- 7(a) For Junior fixtures at Mini/Mod games (1) one Accredited ARL Sports Trainer per FIELD will be acceptable.
8. If the above personnel are not in attendance, the game/s shall not commence under any circumstances until such persons are available.

12. Annexure B

ON – FIELD IDENTIFICATION

1. GENERAL

Each team may engage and use a maximum of three (3) On Field personnel during a game. This must include at minimum, a Level 1 ARL accredited Sports Trainer as part of the 3 on field personnel.

In all cases when Accredited ARL Leaguesafe or Sports Trainers enter the field of play to attend an injured / ill player, administer water, or deliver messages, they must immediately leave the field once their assigned task has been completed and return to the player's bench.

At all times Accredited ARL Accredited Leaguesafe or Sports Trainers must enter and leave the field of play as quickly as possible (i.e. running). Lingering on the field of play will not be tolerated by match referees. The only exception will be if a Level 1 and / or Level 2 Sports Trainer is monitoring player welfare while his / her team is in possession of the ball. Once possession is lost, the Sports Trainer must leave the field of play as quickly as possible.

Great care and diligence must be exhibited when assessing an injured / ill player and removing an injured / ill player from the field of play. Liaison with the match referee in a respectful manner will be of great assistance in such cases. THE ARL ACCREDITED SPORTS TRAINERS ARE THE ONLY ON FIELD PERSONNEL THAT ARE TO ASSIST AND MANAGE AN INJURED OR ILL PLAYER.

ALL ON-FIELD PERSONNEL MUST BE IDENTIFIED WITH THE FOLLOWING COLOURED SHIRTS:

1. ACCREDITED ARL LEAGUESAFE – YELLOW SHIRT / VEST

(Minimum qualification to enter the field of play). **NOTE:** The word ARL LEAGUESAFE MUST BE PRINTED ON THE BACK OF THE SHIRT / VEST.

(a) ACCESS TO THE FIELD OF PLAY

Unlimited access as per the following conditions:

- when his / her team is in possession to conduct interchange and to administer water only
- when a try has been scored
- during a time out called by the referee for an injury
- during technical stoppages in play (EXCEPT SCRUMS). On-field personnel are not allowed on the field of play after the referee has ordered a scrum until the ball has emerged and a team is in possession
- must enter and leave the field of play from an on-side position.

(b) DUTIES

- to administer water
- to assist in the interchange process
- to convey messages. **NOTE:** Messages must **NOT** be given to the team whilst play is in progress.

ON FIELD COACHING WILL NOT BE TOLERATED BY MATCH OFFICIALS

(c) SPECIAL CONDITIONS

- If an Accredited ARL Sports Trainer is busy attending a player, the Leaguesafe on-field person may assist an injured / ill player **UNDER THE GUIDELINES OF LEAGUESAFE TRAINING** until a person of higher training arrives. The Leaguesafe person must report all incidents to the Accredited ARL Sports Trainer. If an accredited ARL Sports Trainer is present and is not attending to an injured or ill player, Leaguesafe personnel under no circumstances are to assist / manage or provide advice to any player. This is the role of the Level 1 or Level 2 Sports Trainer / Head Trainer.

2. ACCREDITED ARL SPORTS TRAINER – BLUE SHIRT / VEST

(Minimum qualification is ARL Sports Trainer – Level 1)

(a) ACCESS

Unlimited access to attend an injured / ill player and to administer water, but is not allowed or permitted to carry, convey or deliver messages.

(b) DUTIES

- to assist by observing and monitoring players during play as well as those who have been removed from the field of play through injury / illness
- to assist an injured / ill player on and off the field of play at training and / or a game
- to assist an injured / ill player on the field in the absence of a Head Trainer or when more than one Accredited ARL Sports Trainer is needed

3. ACCREDITED ARL HEAD TRAINER – ORANGE SHIRT / VEST

(a) Qualification **MUST** be ARL Sports Trainer – LEVEL 2

(b) The Head Trainer will be the most senior person within the ARL Sports Trainers TEAM and will supervise all on field personnel including Leaguesafe.

- (c) The Accredited ARL Head Trainer will make the final decision on a player's welfare in the absence of a medical professional
- (d) Coaches / administrators / players must comply with the decision of the ARL Head Trainer at all times.
- (e) All directions given to on field personnel by the Level 2 Sports Trainer / Head Train must be adhered to at all times.
- (f) **UNLIMITED ACCESS TO MONITOR PLAYERS AND ADMINISTER WATER DURING PLAY AND TO ATTEND TO AN INCURED / ILL PLAYER.**

NOTES:

1. The most important issue is that no on-field personnel will be allowed on the field of play, at training and or a game, nor manage an injured / ill player, nor provide advice unless trained by the ARL at one of the above levels of accreditation. Nurses of all levels, Ambulance Service personnel and Doctors **MUST BE EUQATED INTO THE SCHEME** if wishing to provide continued services to a club or team.
2. In the event of a clash of coloured shirts with team jerseys, on-field personnel may wear another colour (**ONLY** if there is a significant clash) **HOWEVER** the coloured shirt must not equate to a level above what the person is accredited for. Liaison with the match referee will determine the issue if there is a significant colour clash.
3. In the event of an altercation on and /or off the field of play, accredited ARL LEAGUESAFE / SPORTS TRAINERS / HEAD TRAINER must not interfere in any way. They must move clear and totally distance themselves from the incident. The control of on / off field behaviour is the duty of the match referees. The only exception to the above would be when an injured / ill player needs shielding from possible further harm.
4. On-field personnel must not at any time enter the line of sight of a player when they are attempting a kick for goal, or do anything which may in any way interfere with or distract an opposition player whilst they are participating in the match or constitute some disadvantage to the opposing team.
5. The Level 2 Sports Trainer / Head Trainer is the only person of the on field personnel that can approach a referee or touch officials in relation to player welfare related concerns. They **cannot** instruct an official on how to referee a game but only to express concerns related to player welfare only. This is to be done in a respectful manner and only occur during technical stoppages of play (i.e. try and half time.)

6. Level 1 and Level 2 Sports Trainers / Head Trainers who monitor players on the field of play are not to address any player unless it is related to an injury or illness to players who are being monitored on the field. The Sports Trainer will position themselves no less than 5 metres behind their team while they are in possession and must not interfere with the play under any circumstances. ON FIELD COACHING WILL NOT BE TOLERATED BY MATCH OFFICIALS.

7. **If any on-field personnel abuse their roles or behave in a manner contrary to the ARL ON FIELD POLICY or TRAINING, or bring the game of Rugby League into disrepute and / or their team / club into disrepute, they may be subject to sanctions, up to and including removal from the ARL National database.**

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13. Annexure C



HEAD INJURIES

- Any significant head injury that is sustained by a player must be treated as serious until proven otherwise by a Doctor.
- Great care is needed in the initial assessment and management, especially if any degree of concussion or a decreased level of consciousness is evident.
- All unconscious players must be managed by the attending ARL Sports Trainer and an Ambulance called **immediately**.
- The possibility of spinal injury must also be considered with any head injury.
- The player should be referred to a doctor for medical evaluation. It is desirable that the Doctor have a history or know the players previous health status regarding head injury.

Under no circumstance should the player be allowed to continue playing or return to play during the same game. This will eliminate any potential second hit syndrome (and potential liability).

- A certificate should also be obtained from the doctor before player resumes training or playing.
- The initial assessment and management must be carried out by the accredited Sports Trainer in attendance at the game venue following the protocol of the ARL Sports Trainers' National Accreditation Scheme. All Leagues need to support the Sports Trainer in these cases.

John O'Halloran
National Safety Education Manager

14. Annexure D



SPORTS TRAINERS INJURY REPORT FORM

The Injury Report Form has been designed so that you will be able to keep an accurate record of injuries and illnesses that you attend during your duties as a Rugby League Sports Trainer.

This report form is mandatory for all players who are assisted from the field. This report form will be available to Sports Trainers in a book style format supplied by the ARL.

For players who are transported to hospital, an Ambulance Transport Form must be completed and handed to the player or family member as soon as practical so that the player can get a medical clearance before returning to training or game. It is important that the medical clearance section is completed and the original document be returned to the Club's Sports Trainer Co-ordinator or club executive so that it can be filed appropriately.

These forms are extremely important and should be completed as soon as possible after an injury / illness.

- It will give you a guide as to the types of injury / illness that you attend, your management and follow up.
- It will be a good guide to the club and coach you are involved with, to determine the types of injuries occurring. If a specific type of injury is occurring frequently, modification to training regimes or club safety policies might need to be modified to prevent a re-occurrence of these injuries
- It will be a good revision guide for you and other Sports Trainers to compare your assessment and management techniques thus improving your knowledge and competencies in specific cases.
- It can also be used if you need to refer a player to hospital, doctor, physiotherapist or other medical personnel details your immediate management and other relevant information.
- A copy of the Report may be given to individual players to ensure that your follow up advice is carried out by the players under your care.
- For legal reasons, it is a requirement that these records be kept for a number of years.

These forms will also be valuable document to collect data for covering the occurrence of injury / illness within the game of Rugby League to be passed on to appropriate organizations for assessment and reports.

15. Forms



Ambulance Transport INJURY PROFORMA

To: Doctor	Date:
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Dear Doctor,

1. This player sustained an Injury which has required ambulance transport whilst playing / training on at
2. The nature of the injury was as follows:-.....
.....Treatment that has been administered is as follows
3. Player was unconscious. YES/NO (**circle one**) for secs/mins/hrs (**circle one**)
4. Player was taken to Hospital. YES/NO (**circle one**)
5. Player was treated on-scene by a doctor. YES/NO (**circle one**)
6. A provisional diagnosis has been made. YES/NO (**circle one**) of

In order for the player to return to training and playing Rugby League, a Medical Clearance is required.

Please:-

- Organise any test/s, investigations, referral or treatment which you deem necessary
- Complete the Declaration below and keep a copy for your records.
- Give this completed Proforma to the player.

<u>DECLARATION OF FITNESS TO RETURN TO RUGBY LEAGUE</u> (please print)	
I have examined (player) on/...../..... and, having taken into account the nature, severity and circumstances of his recent injury, declare him to be medically fit to return to training for and playing Rugby League as of/...../.....	
Signed:.....	Date:
Doctors Name:	Provider Number:

16. Forms



HEAD INJURY PROFORMA

To: Doctor Date:

Dear Doctor,

- 1. This player sustained a head injury whilst playing/training on
2. The nature of the injury was as follows:-
3. Player was unconscious. YES/NO (circle one) for secs/mins/hrs (circle one)
4. Player was taken to Hospital. YES/NO (circle one)
5. Player was treated on-scene by a doctor. YES/NO (circle one)
6. A provisional diagnosis has been made. YES/NO (circle one) of

In order for the player to return to training and playing Rugby League, a Medical Clearance is required.

Please:

- Undertake a complete Neurological Examination and document this for your records
• Organise any test/s, investigations, referral or treatment which you deem necessary.
• Complete the Declaration below and keep a copy for your records.
• Give this completed Proforma to the player.

DECLARATION OF FITNESS TO RETURN TO RUGBY LEAGUE

(please print)

I have examined (player) on
...../...../..... and, having taken into account the nature, severity and circumstances of his recent
head injury, declare him to be medically fit to return to training for and playing Rugby League as of
...../...../.....

Signed:..... Date:

17. Forms



Head Injury Notification

Read carefully

- If a player sustains an injury to the head and does not display the signs and symptoms of concussion immediately, it is advisable to give this Card to the player's parents, relatives or another person who will be with this player for at least 24 hours.

- Name: Age:

sustained a head injury at (venue)

on (date) at (time)

Important Warning: The injured player must be taken to a hospital immediately if he:- (tick sign or symptom and give this form to the doctor)

- ◆ Is nauseous (feels sick)
- ◆ Vomits
- ◆ Develops a headache that could increase in severity
- ◆ Becomes restless/irritable or irrational
- ◆ Becomes dizzy, drowsy or cannot be roused
- ◆ Develops visual disturbances (eg. double or blurred vision)
- ◆ Has a fit
- ◆ Becomes confused or disoriented
- ◆ Anything else unusual occurs

If any of the above occur, it is advisable to call an Ambulance.

For 24 hours he should:-

- ◆ Rest quietly – avoid text messaging, video games, television etc.
- ◆ Not consume alcohol
- ◆ Not consume stimulants eg. tea, coffee, cola drinks which include Refbull and V type drinks
- ◆ Not consume pain killers eg. aspirin, neuofen etc. without doctors advice
- ◆ Not drive a vehicle

He/she should not resume training / playing without medical clearance by a doctor.

Rugby League Sports Trainer (signed)

ARL ID Number

CONCUSSION – IMPORTANT INFORMATION

What is a concussion?

A concussion is an injury to the brain. A blow to the head usually causes it. Most of the time it doesn't involve a loss of consciousness.

What are the signs of a concussion?

- Headache
- Dizziness
- Confusion
- Ringing ears
- Nausea
- Vision disturbance
- Loss of balance
- Memory loss (amnesia)
- Difficulty concentrating
- Emotional or other behavioural changes

How is it diagnosed?

The Sports Trainer **will not** diagnose, but will manage your condition.

***A doctor will examine the player and make a diagnosis and will
provide advice for ongoing care and management***

The doctor may need to get information from people who were there when the concussion happened (Sports Trainers Injury Report). This is very important, especially if the player presents confused or if there is a loss of memory / recall of the events leading up to the injury. The doctor may test your strength, sensation, balance, reflexes and memory along with other tests.

In more serious cases, your doctor may want to conduct x rays or in some cases a CT / MRI may be required. These are called computed tomographic scans or magnetic resonance images.

Does medicine help?

The treatment for concussion is rest. Always ask your doctor before you take any medicine if you have had a concussion.

Sports Trainers WILL NOT advise on medication

What should I watch out for?

- Stiff neck
- Severe headache
- Repeated vomiting
- Confusion that gets worse
- Difficulty walking, speaking or using your arms
- Numbness / tingling or altered sensations to extremities
- Seizures / Convulsions
- Unusual drowsiness or hard to wake up
- Emotion or behavioural changes

ASK SOMEONE TO CALL THE AMBULANCE.

When can I return to sports?

You should never return to play while you have any signs of concussion, like headache or dizziness. If your concussion was very mild, you may be allowed to return to play after 15 or 20 minutes, **only on advice of a doctor.**

If you had memory loss or loss of consciousness, you may not be able to return to play for a number of weeks. After a severe concussion, you may not be able to return to play for a month. If this wasn't your first concussion, your return to play may take even longer.

**A doctor is the only person who will determine when you
are allowed to return to training or playing.**

What are the risks of returning to play too early?

A player returning too early could suffer from a number of complications such as “second impact syndrome”, (a condition where the player’s brain could swell) or a cerebral haemorrhage (a bleed of the blood vessels of the brain), both of which may be fatal.

Never return to a sports activity until you are cleared by a doctor

Are there any lasting effects to a concussion?

Most people get better after a concussion without any permanent damage. People have signs of concussion for weeks to months. Repeated concussions could cause permanent damage. After several concussions or less, your doctor may talk with you about changing sports.

PLEASE NOTE:

- **With any form of concussion, whether the player has lost consciousness or not, the possibility of spinal injury must be taken into account and assessed thoroughly.**
- **The misconception that headgear will prevent a concussion occurring is false.**
- **Any form of concussion is serious and must be managed with great care.**

Therefore it **WILL** be the policy of the Club that all players suspected of having a concussion, spinal injury or head injury will be assessed by a Paramedic in a pre-hospital setting in the absence of a qualified doctor. All advice / directions supplied by the Ambulance Service and / or doctor will be followed in **ALL** circumstances.

18. Code of Conduct

Players / Parents – which will minimise risk of injury

- Must accept all reasonable directions of the club management whilst representing the club.
- Be a good sport. Respect all good play whether from your team or the opposition and shake hands with and thank the opposition players and officials after the game – win, lose or draw.
- Players / Parents / Spectators are to respect the referee's decision. Don't complain or argue about calls or decisions during or after a game. Do not abuse or address a referee, touch judge, player or official in insulting terms or act in a provocative manner. Unsportsmanlike language, harassment or aggressive behaviour will not be tolerated.
- Participate for YOUR OWN enjoyment and benefit.
- Must not engage in any conduct detrimental to the spirit or image of the club.
- Care for and respect the facilities and equipment made available for you during training and competition at both home and other clubs facilities.
- Must at all times act in a professional manner.
- Not at any time make any comment in any publication whether written, televised or broadcast detrimental to the interest, welfare or image of the club.
- Must respect the privacy of neighbouring properties to the club.
- Must abide by the conditions of entry to club or any others facilities as posted on the front gates.
- Levies to be paid in full by time frame as specified by the club.
- Recognise that many officials, coaches and referees are volunteers who give up their time to provide these services. Treat them with respect.

- Parents should condemn all violent or illegal acts, whether they are by players, coaches, officials, parents or spectators.
- Understand that sport is part of a total life game experience and the benefit of involvement goes far beyond the final score of the game.
- Never ridicule or scorn a player for making a mistake.
- Remember that children participate in rugby league for their own enjoyment, not parents or guardians.
- Above all, behave. Unsportsmanlike language, harassment or aggressive behaviour will not be tolerated. Clubs have an inhouse Judiciary Committee and any inappropriate behaviour will be dealt with by this level.
- Never arrive at a junior league game under the influence of alcohol. Never bring alcohol to a junior league game. Alcohol is to be consumed in a responsible manner and only in the designated licensed areas.

19. Club Sports Trainer Code of Conduct

The Sports Trainer code of conduct is to be read in conjunction with the clubs' code of conduct.

- **ALL** Australian Rugby League accredited Leaguesafe / Sports Trainers who provide first aid services **WILL** behave in a professional manner at all times while present at any rugby league event.
- **ALL** Australian Rugby League accredited Leaguesafe / Sports Trainer who provides first aid services **WILL** be dressed in the appropriate attire to reflect their level of qualification.
- Leaguesafe / Sports Trainers who provide first aid services **WILL** respect the privacy of the player /s and **WILL NOT** treat or examine a player without their consent. All unconscious player / s are deemed to have given implied consent, until otherwise stated by that player, if consciousness returns.
- When examining a female player, another **FEMALE ADULT** / parent / guardian, coach, manager or other responsible person where possible **WILL** be present during examination.
- All player / s personal details and medical history is confidential and **WILL NOT** be distributed unless it is to a medical professional and it is to do with the ongoing treatment and management of that player / s.
- When examining a junior player in a dressing shed, this **WILL** be done in the presence of another adult / parent / guardian, coach, manager or other responsible person. The Sports Trainer / Leaguesafe / or Head Trainer **WILL NEVER** be left alone in a dressing shed with a single player.
- The Leaguesafe / Sports Trainer **WILL** provide services in accordance with their qualification and **WILL NOT** act outside that qualification.

- **ALL** Australian Rugby League accredited Leaguesafe / Sports Trainer / Head Trainer / s who provide first aid services **WILL NOT** back chat or cause any insult to be directed at a referee, touch judge or any other official in the game of Rugby League. If the Leaguesafe / Sports Trainer / Head Trainer / s is to address a referee, it will be done professionally.
- All paperwork as described in this Code of Practice related to the game of Rugby League and the treatment and management of player / s will be completed in a timely manner and filed as per local arrangements.
- Any Australian Rugby League accredited Leaguesafe / Sports Trainer / Head Trainer / s who provides first aid services who cause the game of Rugby League to be brought into disrepute **WILL** have their qualification removed and **WILL** be asked to justify their actions before the National Safety Education Manager.

20. Sports Trainers General Instructions

As a Sports Trainer within the club, it is the individual's responsibility to ensure that equipment has been checked before a game. This will include that appropriate stocks of stores are in first aid kits (where this has not occurred, restock through club stores).

Equipment is available such as scoop stretchers, ice, water bottles and appropriate forms i.e. Ambulance Transport, Head Injury and Head Injury Notification forms are available.

During the running of a game, the Sports Trainer **WILL** operate as per Australian Rugby League policy and clubs code of conduct.

If a player is transported to hospital during a game, the Sports Trainer must ensure that the paperwork is completed prior to the player being taken away, either by Ambulance or private vehicle where practical. If a club executive is available, have them photocopy the forms. In the event that the paperwork cannot be completed, then the Sports Trainer will complete the paperwork and file it with a note "not given to a player". It will then be the Sports Trainer Co-ordinators responsibility to ensure that appropriate follow up is conducted with the player / s concerned.

If a minor (child) is injured during the game and the parent is readily available, it will be the Sports Trainer's responsibility to inform the parent of all circumstances around the injury, any advice to manage the injury and any follow up advice that may be required, i.e. seek medical review by GP or hospital if pain persists or no noticeable change in player's condition within 24 hours (minor injuries only).

After the game, the Sports Trainer will file any injury paperwork. There will be two trays above a filing cabinet located at the club house. One will be for any medical clearances required and the other for all other injuries / incidents including ambulance transports.

Sports Trainers will note a child is defined as a person < 18 years old, and the parent / guardian has the last say in the care and management of the player. However if an injury occurs and requires ambulance transport there MUST NOT BE a delay in requesting the ambulance. It WILL be the clubs policy that if the injury is of such a nature that an ambulance is required, the player will be assessed by a Paramedic or doctor in a pre hospital setting and after then AND ONLY after then, if there is an alternative to the player / s being reviewed, this will take place in consultation between the Paramedics and the parent / guardian involved. The player / s and parent / guardian WILL be advised by the Sports Trainer that the player cannot return to training / game without a medical clearance by a doctor. If the Paramedic or doctor states that the player / s do not need to go to hospital, the Sports Trainer will obtain the officer's name and position i.e. Student Paramedic, Paramedic, Advanced Care Paramedic or Intensive Care Paramedic. In the event that the advice is given by a doctor, his / her name, practice and speciality will be obtained and recorded on the injury form.

In the case of a player > 18 years of age, the player / s have the last say in their health and well being, however this WILL NOT be the case in the event where a loss of consciousness, head or spinal injury has occurred. It WILL be the clubs policy that an ambulance be called and that the player / s be assessed and cleared by a doctor prior to returning to training or a game. (In accordance with the ARL Head Injury Policy).

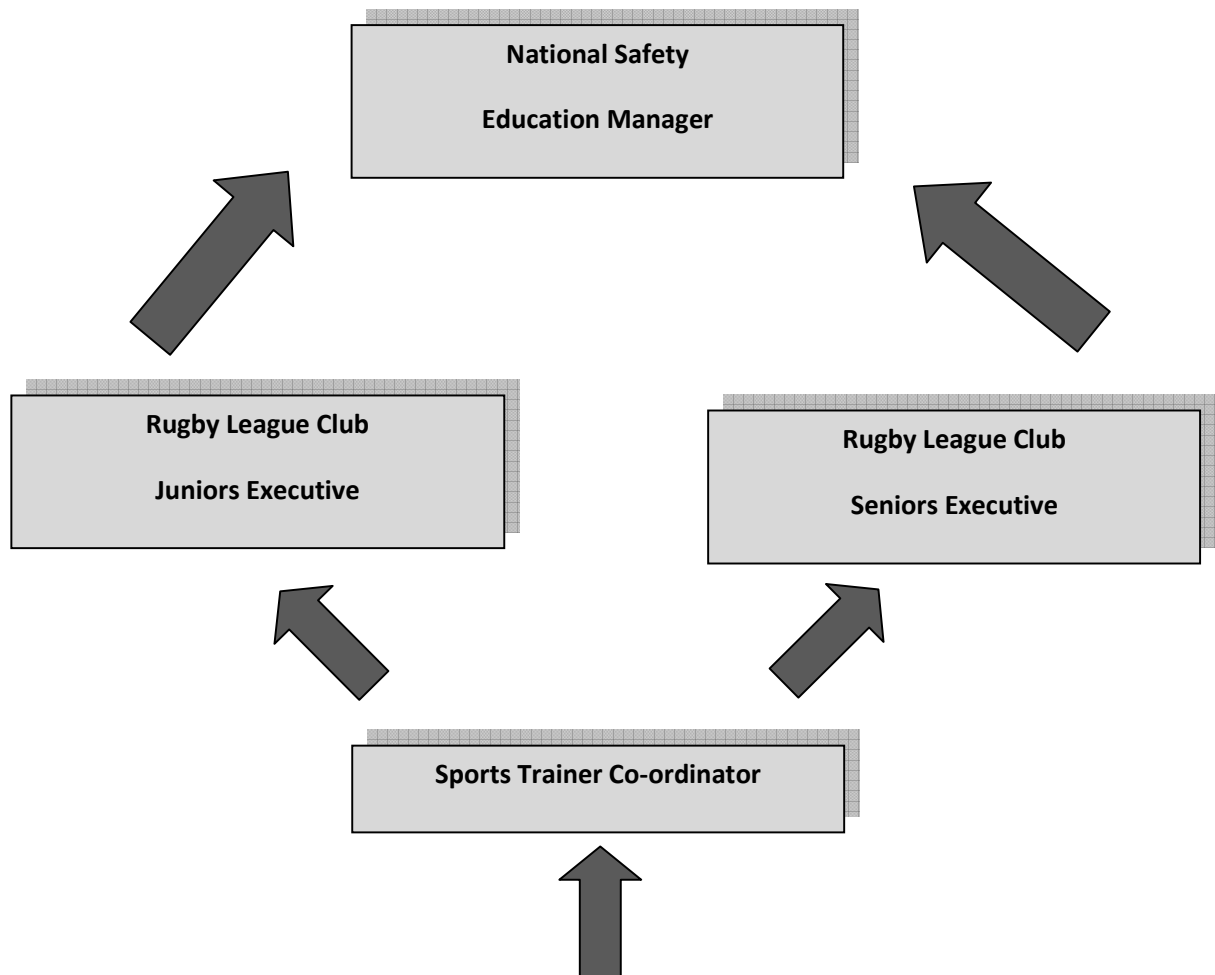
Sports Trainer Injury Report Form Booklets will be audited by the
Sports Trainer Co-ordinator on a monthly basis

21. Club Contact List

To be added

22. Reporting Structure

[Type a quote from the document or the summary of an interesting point. You can position the text box anywhere in the document. Use the Text Box Tools tab to change the formatting of the pull quote text box.]



UN 7	UN 8	UN 9	UN 10	UN 11	UN 12	UN 13	UN 14	UN 15	UN 16	UN 17	18 and above
ST	ST	ST	ST	ST	ST	ST	ST	ST	ST	ST	ST

23. Ambulance Request Procedures

If at any stage an ambulance is required before, during or after a game, the Sports Trainer will provide immediate care to the player / s and send a Leaguesafe or other suitably qualified officer to call for an ambulance. This can also be referees or touch judges.

The ambulance WILL require the name of the field, the address where the field is located as well as the best access to the player / s.

It is advisable that someone is made available to meet the ambulance and direct to the player / s.

24. Notification of Serious Injuries or Death

In games of contact sports, it is inevitable that injuries occur. In some circumstances serious injuries are sustained by players such as head injuries and spinal injuries which unfortunately can result in paraplegia and quadriplegia. In some rare cases, players have also died playing the sport.

This code of practice acknowledges that serious injuries and death occur in contact sports, whether it is as a direct result of trauma from playing the game or an exacerbation of an underlying condition. Therefore within the club a reporting structure will be set out in the event that this may occur.

In the event of a player sustaining a serious or life threatening injury, the Sports Trainer **MUST NOT** delay treatment to prevent the condition from progressing. This might be as little as maintaining the player's airway by providing head support and there **MUST NOT** be any delay in calling for an ambulance.

After the patient has been treated by the ambulance, the following procedures WILL take place. The Sports Trainer involved will contact the Sports Trainer Co-ordinator and notify the circumstances of the incident and describe the player / s condition as soon prior to being transported to hospital (whether the condition deteriorated, improved or maintained the same). The relevant paperwork will be completed and filed as per local arrangements.

The Sports Trainer Co-ordinator will notify the President of the Executive Committee and the National Safety Education Manager. Relevant paperwork will be faxed to the National Safety Education Manager in a timely manner.

In the event a member of the Executive Committee is present at the game, they will contact the Sports Trainer Co-ordinator in a timely manner and the Sports Trainer Co-ordinator will notify the National Safety Education Manager and fax the relevant paperwork.

In all circumstances where a serious injury or death has taken place, the Sports Trainer involved **WILL** be debriefed by the Sports Trainer Co-ordinator and in consultation with the club executive, counseling may be arranged.

Contact number for the Executive committee and Sports Trainer Co-ordinator should be available to all Sports Trainers.

Serious injuries in this code of practice are defined as:-

- Cardiac or respiratory arrest (displaying no signs of life) whether it is a player or bystander
- Unconsciousness lasting any period of time
- Head injuries with loss of consciousness and /or seizure like activity that has occurred or is suspected to have occurred as a result of the head injury, whether or not of consciousness has occurred
- Spinal injuries with motor or sensory deficits
- Fractures of the femur
- Compound fractures in all circumstances
- Significant uncontrolled haemorrhage (bleeding)
- Any medical emergency
- Any condition that the attending Sports Trainer decides that an Ambulance is required

Annexure E

25. Sports Trainer equipment that must be supplied by paid business / individual

- Stretcher
- First Aid kit with minimum of the following items
 - 3 triangular bandages 110 cm x 110 cm
 - 3 Crepe Bandage 5 cm
 - 3 Crepe Bandage 7.5 cm
 - 3 Crepe Bandage 15 cm
 - 4 Heavy Crepe 10 cm
 - 5 Combine Pads 20 cm x 30 cm
 - 5 Combine Pads 10 cm x 10 cm
 - 5 Wound Dressing No. 14
 - 5 Non-Adherent Pads 7.5 cm x 10 cm
 - 1 Burns Sheet – small
 - 1 bag Adhesive Strips (bag of 50)
 - 10 Antiseptic Swabs
 - 10 Alcohol Swabs
 - 2 packets of steri strips 5 x per pack
 - 4 Eye Pads – large
 - 4 Saline Steritube 15 ml
 - 4 Saline Steritube 30 ml
 - 4 Hypo-Allergenic Tape 2.5 cm x 9 cm
 - 1 bag Safety Pins (bag of 12)
 - 1 pkt Disposable Splinter Probes (Pkt of 5)
 - 1 Stainless Steel Sharp Forceps 12.5 cm
 - 1 Stainless Steel Sharp/Blunt Scissors 12.5 cm
 - 4 Emergency Blankets
 - 1 Stopitch 50 g
 - 1 Notepad and Pencil
 - 1 Bag Disposable Gloves (bag of 2)
 - 1 UP Sunscreen Tube 30 + 100 g
 - 2 Disposable Resus. Masks

- 10 Sterile Gauze Swabs 7.5 cm x 7.5 cm
- 1 bag Disposable Towels (bag of 3)
- 1 plastic bag – medium
- Adult cervical collar (stiff neck blue and yellow brand only)
- Paediatric cervical collar (stiff neck blue and yellow brand only)
- Strapping tape 5 x rolls of 25 mm rigid, 5 rolls of 38 mm rigid, 5 rolls of 50 mm rigid
- Esky, ice, clip lock plastic lunch bags for ice
- Injury Report Booklet available through the Australian Rugby League National Safety Education Manger
- Head Injury Advice Forms
- Head Injury Proforma
- Head Injury Notification Forms

Annexure F

26. First Aid equipment to be supplied by the club for use by Sports Trainer volunteers

- Stretcher
- First Aid kit with minimum of the following items
 - 3 triangular bandages 110 cm x 110 cm
 - 3 Crepe Bandage 5 cm
 - 3 Crepe Bandage 7.5 cm
 - 3 Crepe Bandage 15 cm
 - 4 Heavy Crepe 10 cm
 - 5 Combine Pads 20 cm x 30 cm
 - 5 Combine Pads 10 cm x 10 cm
 - 5 Wound Dressing No. 14
 - 5 Non-Adherent Pads 7.5 cm x 10 cm
 - 1 Burns Sheet – small
 - 1 bag Adhesive Strips (bag of 50)
 - 10 Antiseptic Swabs
 - 10 Alcohol Swabs
 - 2 packets of steri strips 5 x per pack
 - 4 Eye Pads – large
 - 4 Saline Steritube 30 ml normal Saline
 - 4 Saline Steritube 30 ml Chlorhexadine
 - 4 Hypo-Allergenic Tape 2.5 cm x 9 cm
 - 1 bag Safety Pins (bag of 12)
 - 1 pkt Disposable Splinter Probes (Pkt of 5)
 - 1 Stainless Steel Sharp Forceps 12.5 cm
 - 1 Stainless Steel Sharp/Blunt Scissors 12.5 cm
 - 4 Emergency Blankets
 - 1 Stopitch 50 g
 - 1 Notepad and Pencil
 - 1 Bag Disposable Gloves (bag of 2)
 - 1 UP Sunscreen Tube 30 + 100 g
 - 2 Disposable Resus. Masks

- 10 Sterile Gauze Swabs 7.5 cm x 7.5 cm
- 1 bag Disposable Towels (bag of 3)
- 1 plastic bag – medium
- 1 medium sharps container

- Adult cervical collar
- Paediatric cervical collar
- Strapping tape 5 x rolls of 25 mm rigid, 5 rolls of 38 mm rigid, 5 rolls of 50 mm rigid
- Esky, ice, clip lock plastic lunch bags for ice
- Injury Report Booklet available through the Australian Rugby League National Safety Education Manger
- Head Injury Advice Forms
- Head Injury Proforma
- Head Injury Notification Forms