

The *Sporting Organisations Award* covers trainees engaged by a governing body for a sport at a state or territory level or the organization conducting an elite level state or territory competition for a sport.

A copy of the Award can be found on the [FairWork Australia](#) site under alphabetic order or by clicking the award here [Sporting Organisations Award](#)

## MAIN CONDITIONS

<b>Ordinary Hours</b>	<p><b>Full Time Trainees</b></p> <ul style="list-style-type: none"> <li>• Ordinary hours are determined by the host.</li> <li>• Ordinary hours must average 38 hours per week and are to be worked Monday to Sunday inclusive, between 6.00am and 6.00pm.</li> <li>• No more than 11 ordinary hours may be worked on one day.</li> </ul> <p><b>Part Time Trainees</b></p> <ul style="list-style-type: none"> <li>• Ordinary hours are determined by the host but are less than 38 hours per week.</li> <li>• Ordinary hours to be worked Monday to Sunday inclusive, between 6.00am and 6.00pm.</li> <li>• A part time trainee must be engaged for a minimum 4 hour on any one shift (overall the trainee hours must meet the hours required under the training contract and included in the letter of offer).</li> </ul> <p><b>Work Schedules</b></p> <ul style="list-style-type: none"> <li>• A work schedule which sets out the days and times the trainee is required to work must be provided to trainees and AFLSR.</li> <li>• Work schedules can be changed by agreement with the trainee, but if changed, please notify AFLSR as soon as possible.</li> <li>• Where there is a temporary change in the work schedule (eg where a trainee swaps a shift from one day to another), this can be changed by the trainee's manager in ConnX.</li> </ul>
<b>Meal Breaks</b>	<ul style="list-style-type: none"> <li>• Entitled to unpaid meal break of 30 to 60 minutes where shift is more than 5 hours.</li> <li>• Meal break is to start no later than 5 hours after the shift commences.</li> </ul>
<b>Overtime</b>	<p><b>Full time trainees</b> Overtime penalty rates apply for:</p> <ul style="list-style-type: none"> <li>• Work performed outside ordinary hours</li> <li>• Any hours in excess of 11 hours per day</li> </ul> <p><b>Part time trainees</b> Overtime penalty rates apply for:</p> <ul style="list-style-type: none"> <li>• All hours worked in excess of the hours mutually arranged with the host (must cover the training contract).</li> </ul> <p><b>Overtime rate</b></p> <ul style="list-style-type: none"> <li>• 150% of the ordinary hourly rate for the first 2 hours.</li> <li>• 200% of the ordinary hourly rate thereafter.</li> </ul> <p><b>Overtime meal allowances</b> If a trainee works overtime, ensure you review meal allowances, as these may apply in addition to overtime penalties. See below for more details.</p>

### Time in Lieu (TOIL)

- By mutual agreement, a trainee can opt to take time off instead of payment for overtime.
- Trainees will need to elect to take TOIL instead of payment for overtime when they submit their timecard. Once approved by a manager, TOIL will be banked and appear on the trainee's leave balance in ConnX.
- **As the supervisor approving a timecard you will need to confirm that TOIL has been selected by the trainee as agreed BEFORE the timecard is approved.**

### How does TOIL accrue?

- 1.5 hours of TOIL for each hour of overtime worked for the first 2 hours.
- 2 hours of TOIL for each additional hour of overtime after the first 2 hours.

### Time off in lieu (TOIL)

#### How can a trainee take TOIL?

A trainee must select the TOIL option on their timecard for the time and day they wish to take TOIL. Once approved, TOIL used will be taken from the trainee's accumulated TOIL balance.

#### Important information about TOIL

- TOIL must be taken within 6 months of accrual.
- TOIL accrued but not taken must be paid out the end of a contract. Hosts and Field Officers will monitor TOIL and ensure TOIL is used to avoid a TOIL payment at the end of a contract.
- Trainees can request to be paid out for TOIL not taken. Please contact AFLSR if you receive a request from a trainee for TOIL to be paid out.
- Hosts are not permitted to exert undue influence or pressure on a trainee in relation to their decision to take or not take TOIL instead of payment for overtime.

### Weekend and evening penalty rates

- There are no penalty rates applicable for weekend work.
- Work performed outside the hours of 6.00am to 6pm Monday to Sunday is considered overtime and will attract overtime penalty rates as set out above. Eg. A trainee working from 11:00am to 7:00pm will be entitled to one hour at the overtime rate (6:00pm to 7:00pm)

### Public Holidays

- All time worked on a public holiday is paid at 250% of the ordinary rate.
- Alternatively, if a trainee agrees, they can be paid for time worked at 150% and be given a day's annual leave or be allowed a day off work without deduction of pay. Please contact AFLSR if you prefer this option and we will guide you through the process.

### Annual Leave

4 weeks each year accrues progressively.

### Annual Leave Loading

Trainees are entitled to an annual leave loading of 17.5% of their ordinary pay for their period of annual leave. This will automatically be paid by payroll during periods of annual leave.

### Other Leave

**Personal/Carer's Leave:** 10 days each year accumulates progressively.  
**Compassionate Leave:** 2 days per occasion.  
**Community Service Leave:** Unpaid other than the first 10 days jury service leave.  
**Family & Domestic Violence Leave:** 10 days paid leave annually  
**Cultural Leave (First Nations):** 2 days of paid leave annually

### Rostered days off (RDOs)

- Where agreed with the host and AFLSR, trainees may work additional hours daily in order to take a monthly or fortnightly RDO. The additional time worked each day will be automatically banked and available for the trainee to use for RDOs.
- A trainee can bank up to 5 rostered days off in any 12 month period.

Important to note that AFLSR must be advised to ensure the trainee does not accrue RDO time and be paid overtime.

### Monthly RDOs

Trainees work 8 hours and 30 minutes per day which includes a 30 minute unpaid break instead of the standard 7.6 hours per day.

38 hours are paid and 2 hours banked for RDO each week.

### Fortnightly RDOs

Trainees work 9 hours per day including a 34 minute unpaid break, instead of the standard 7.6 hours per day.

38 hours are paid and 3.8 hours banked for RDO each week.

### How can a trainee take an RDO?

Trainees will need to select this option in their time card for the day not worked. Once approved by the trainee's supervisor, time will be taken from the banked hours to cover the day.

It is important to check that the trainee has selected the RDO on the day taken to ensure that the RDO hours are used in full before the end of the traineeship.

## 2 ALLOWANCES

Allowance	Details	Cost	How to claim
Overtime meal allowance	This will apply where a trainee is required to work overtime after 7.00pm, unless the host provides the trainee with a meal.	\$16.81	<ul style="list-style-type: none"><li>Applied automatically in ConnX</li><li>Note: where meal has been provided, manager will need to add meal allowance reversal to timecard.</li></ul>
Vehicle allowance	Where a trainee is required and authorised to use their own motor vehicle in the course of their duties.	\$0.95 per kilometre travelled.	Claimable by a trainee when submitting their time sheet by selecting the allowance and entering the number of kilometres travelled. All trainees must be advised to keep a log book of KM and trips.
Out of pocket expenses, and expenses incurred travelling and living away from home	Where a trainee incurs out of pocket expenses in the course of their employment, or incurs expenses when travelling or living away from home, they will be entitled to be reimbursed for these expenses.	Not fixed	Please contact AFLSR should you have a trainee who incurs out of pocket expenses, and we will guide you through the process for reimbursement.
Uniform and laundry allowances	There are no uniform and laundry allowances under this award.		

All rates above are accurate as at **November 2023**, but will be updated in accordance with **annual Fair Work** updates.

All care has been taken in calculating the rates contained in this summary. This summary is not a definitive statement of terms and conditions prescribed under the modern award. The full text of the published modern award should be used in determining rates and award terms and conditions applicable to particular classifications, sites and employment arrangements. Last updated December 2023.

### 3 HELPFUL HINTS

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Information about the awards, processes and payments, including links to helpful; website, can be found by scanning (or clicking) the QR code below.

Should you have any questions, please email [awardenquires@aflsportsready.com.au](mailto:awardenquires@aflsportsready.com.au)

