

Indian



Sports Medicine

2020-2021

Student Athletic Trainer Handbook

Name: _____

Introduction

This manual is designed to give the student athletic trainers of Santa Fe High School an understanding of the Sports Medicine Program of Santa Fe High School.

The intent of this manual is to familiarize incoming student athletic student trainers with the workings of the Athletic Training Room and the expectations of each of them.

The student athletic trainer must read and understand the contents of this manual. You are expected to work within the goals and policies listed. The success of the sports medicine staff, and ultimately the entire athletic program, depends on the punctuality, discipline, work ethic, and the responsibilities and duties of the sports medicine staff.

It is essential to remember why you are here. First and foremost, you are here to get an education. Never let your athletic training duties interfere with your studies. Learn to budget your time in order to stay on top of your school work. Secondly, we are here to take care of our athletes of the athletic program, to the best of our abilities.

Make yourself familiar with this manual and its content. Use this manual to improve your understanding of the Sports Medicine Program of Angleton High School.

Student Trainer Application

Qualifications

Student Athletic Trainers for Santa Fe ISD must:

1. Be willing and able to work long hours on any day of the week. This includes evenings, school holidays, and weekends. Student Athletic Trainers may be asked to work more than one sport throughout the school year.
2. Be willing to engage in hard work
3. Be able to work well with others in a variety of work settings. (sports)
4. Be enthusiastic, show interest in Sports Medicine, and have an overall positive attitude.
5. Be neat and clean in personal appearance (hair, makeup, clothing, hygiene, etc.)
6. Be able to establish and maintain a good relationship with all athletes, coaches, and other staff members.
7. Show respect at all times and follow the instructions of the Licensed Athletic Trainers and other members of the coaching staff
8. Have no class grade lower than a 70 during the 9-week period, and overall average of no less than a 75. Student Athletic Trainers should have an average of an 80 or better. Students with an average between 75 and 80 will be considered; however, they will be placed on "probation" if selected into the program.
9. Have a conduct grade no lower than an "S." Students selected with one or more "N's" in conduct will be considered, but will be placed on "probation" if selected.
10. Student Athletic Trainers that are maintaining jobs, or involved with other school and/or community activities will be accepted. A Schedule will be worked out on an individual basis. However, a limit will be set as to the number of games and practices that can be missed.

Selection Process

1. Interested students must meet the qualifications stated above.
2. Interested students must complete the application in full, including student and parent (guardian) signature, as well as signature from student's counselor or AP
3. All three student reference sheets from teachers, counselors, principals, and/or coaches must be submitted to the Licensed Athletic Trainer
4. School officials (teachers, principals, counselors, coaches, etc.) will be consulted regarding the prospective student's grades, conduct, attitude, etc.
5. All applicants will have a personal interview with at least one of the Licensed Athletic Trainers
6. Once selected, every effort will be made to enroll the Student Athletic Trainer in one of the school's athletic periods, provided it is acceptable within the student's credit requirement needs and as long as the Student Athletic Trainer is not on a "probationary" status.

Mission Statement:

The mission of the Santa Fe High School Athletic Training staff is to provide optimal health care for all student-athletes in the Santa Fe community. The care provided should include the prevention, recognition, evaluation, initial treatment, continued treatment, referral, and proper rehabilitation for all *athletic* injuries and illnesses. Additional responsibilities include education of the athletes and sports medicine aids, counseling of the athletes, as well documentation and record keeping.

Vision Statement:

The Santa Fe Athletic Training Program strives to provide the greatest opportunities for all student athletic trainers to succeed by providing quality instruction, supervision, and a variety of experiences. This setting will encourage the student athletic trainer to develop their athletic training skills and knowledge to meet the demands of a dynamic profession. The Santa Fe Athletic Training Program also provides athletic training services to the student-athletes of Santa Fe High School. Access to injury prevention, management, and rehabilitation services for all student-athletes are a priority to the Santa Fe Athletic Training Program. We strive to return the injured student-athlete to activity as quickly and safely as possible. We also provide quality facilities and equipment that will enable us to provide outstanding athletic healthcare. The Santa Fe Athletic Training Program will be under continuous evaluation to insure that we are providing quality education for the student athletic trainer and quality athletic healthcare to the student athlete to create a culture of excellence at Santa Fe High School.

Conduct and Ethics

1. The quality of medical care for the athletes in Santa Fe ISD depends largely upon the actions of the entire Sports Medicine staff. There are more student AT's than staff ATCs/LATs; therefore, the athlete has more opportunities to come in contact with student ATs than anyone else. It is essential that these student ATs act in a responsible manner and either perform the necessary care or get the athlete to someone who can perform those duties.
2. The student AT's willingness to accept responsibilities and carry them to completion, the way in which he/she operates in the program in the absence of an ATC/LAT, the way he/she performs those tasks that are unpopular and/or distasteful, his/her voice and caliber of language, are all qualities which can, if positive, make our program more successful.
3. Those who serve as members of the Sports Medicine Staff assume definite responsibilities and commit themselves to upholding the professional ideals. Each Athletic Trainer acts as a representative of the whole profession and as such, should conduct him/herself with honor and integrity.
 - a. Student ATs should develop a source of loyalty to each member of the organization. Do not second-guess or belittle decisions made by the ATC/LAT or coach. In particular, do not discuss controversial subjects concerning the organization outside of the organization. The proper time and place to discuss these topics is in the staff meetings and/or to the persons directly involved. This discussion should be kept confidential. Learn what is to be shared and what is not.
 - b. The student AT should never harass the officials or the opponent. His/her comments are to be those of encouragement to his/her own players. He/she should not belittle his/her own player's actions or abilities
4. Before physical treatment modality is used, its physics, physiological effects, indications, contraindications, and specific treatment techniques for use must be thoroughly understood.
 - a. The student AT should only perform those treatments he/she has been instructed to give athletes by the ATC/LAT. Athletes will often encourage a student AT to perform a specific type of treatment that may contradict the instructions of the ATC/LAT. The student AT should avoid this complication as tactfully as possible.
 - b. Do not engage in horseplay while performing treatments. If it does occur in the Athletic Training Room by others, attempt to stop the inappropriate activity.
5. You may be confronted as to the health of an athlete by almost anyone. This information is **Confidential** to everyone outside the doctors, athletic trainers and coaches. This information should not be discussed outside of the Athletic Training Room. This includes classmates, friends, and family. In such situations, it is the only appropriate time to act ignorant ("I DON'T KNOW- I'M ONLY A STUDENT").
6. The student AT is vital part of the Athletic program. He/she can learn a great deal that will help him/her in the future. If he/she finds anything distasteful, he/she should bring

his/her complaints to the ATC/LAT at the appropriate time. If he/she feels his/her responsibilities are too great for him/her to handle, these concerns should also be brought to the attention of the ATC/LAT. If the student AT has a suggestion that might improve the program, he/she should not hesitate to bring it to the attention of the ATC/LAT. No one has all the answers, and there are seldom systems that cannot be improved upon by its members.

Work Obligation

7. Weekly and monthly schedules will be provided. Some areas of scheduling will be open for discussion others will not. If for some reason you cannot meet your student athletic trainer obligations (illness, school, conflict, etc.) you must call the Athletic Training Staff Immediately (10:00am at the latest if you are absent from school).
8. If you miss for any reason (including illness) and IF YOU FAIL TO CALL- a note from your parent/doctor must be turned in within TWO DAYS of your return. Absences from training room responsibilities are considered absences from class-and will be treated as such. Finally, ALL SCHEUDLED WORK TIME MUST BE MADE UP IN A TIMELY MANNER WHETHER IT IS EXCUSED OR NOT.

Holidays

9. Athletics in general do not take school holidays off. While we don't expect student athletic trainers to miss family trips over breaks, a certain level of commitment is associated with this position. All student athletic trainers need to notify the Staff Athletic Trainer ASAP regarding time out of town over holidays. This will allow the schedule to reflect your trip. If you fail to provide proper notification, it will be your responsibility to find switches for assignments as they are needed.

Behavior

1. Student ATs are expected to conduct themselves in such a manner to be credit to those that they represent; exemplifying the traditional values of honesty, good sportsmanship, courtesy, and modesty commonly associated with good citizenship. Their language will be free from words generally considered offensive or degrading to their fellow man.
2. Information relating to medical and personal problems of athletes, coaches, or staff members is regarded as privileged information; therefore, it is not to be discussed with others.
3. Student ATs should, at all times be aware of their behavior. Student ATs behavior in the classroom and in the community is constantly monitored by teachers, staff members, parents, and others in the community. Student ATs need to make a conscious effort to be a credit to the Sports Medicine Program and not a detriment. Student ATs will be disciplined and possibly removed from the program if inappropriate behavior occurs, both in and out of activities involving the Sports Medicine Program.
4. Socializing at practices/games with athletes, fans, parents, or even each other will not be tolerated. You are there to pay attention to your environment/ surroundings. Handle your

business/gossip before or after your scheduled practice/game. We encourage you to be friendly-however, remember that you have a job to do.

5. It is strongly encouraged, but not necessary that you have a cell phone. These come in handy for those late night returns to campus, as well as notifying the Staff Athletic Trainer of injuries while on the road. However, there is NO CELL PHONE USAGE DURING PRACTICE/EVENT COVERAGE for any reason, other than emergencies. If your parents have an emergency they are more than welcome to contact the Staff Athletic Trainer who can relay the message.
6. The athletes are your peers. Thus it is sometimes difficult to maintain a professional relationship. THERE WILL BE NO FRATERNIZING WITH THE ATHLETES DURING TREATMENTS, PRACTICES, OR GAMES-PERIOD. As a student athletic trainer, you are here to assist in the prevention and treatment of the athletic injuries-not to PAMPER athletes. It is not prohibited to date athletes; however, if a relationship with an athlete becomes damaging to either the athletic training program or the athletic department then the student athletic trainer will be reassigned and/or dismissed. Do not discuss an injury with an athlete in specific or speculative terms. If you ever have a problem with a particular athlete; bring it to the attention of a Staff Athletic Trainer-ASAP. Remember to treat these athletes as you would like to be treated yourself.

Grades

Academics are the primary focus of the Indian Sports Medicine Program and should be given priority over your duties as a student athletic trainer. For this reason, a strict-but fair outline is in place to ensure that you dedicate the utmost attention to your academic endeavors. It is your responsibility to inform the Staff Athletic Trainers that need to alter your schedule to concentrate on academics. However- this needs to be the exception rather than the norm. Failure to meet the UIL standards will not be accepted. Failure to follow these guidelines and meet assigned due dates will put the student AT risk for discipline removal from program.

Grade Monitoring-

- A photocopy of your actual school provided schedule is to be handed in at the start of each semester.
- A photocopy of each progress report and report card that you receive must be handed in no later than the next school day after you receive each report card.

UIL Eligibility-

- All student ATs will be held to the same grading standards as the athletes. Each student will adhere to the "NO PASS NO PLAY" policy.
- If a student AT is not eligible for participation for two grading periods within one full school year, he/she will be removed from the athletic training program.

- You are required to attend tutorials for all classes that you do not maintain a 70% or higher for the entire time that you are ineligible. Must attend at least 3 times a week. Treatment time and practice will not be missed due to tutorials.
- If you are ineligible, you will be scheduled to only work athletic practice. However, you are still responsible for making sure that water setup for games and that your team has all items needed if traveling.

Dress

As member of the Indian Sports Medicine Team you are expected to maintain a professional appearance at all times. This must be achieved to uphold the high standards of the athletic department. As an athletic trainer, we are expected to follow the rules and standards of the athletic department as a whole. A final decision on any dress code issue is to be at the discretion of a Staff Athletic Trainer.

To be Prepared you should have

- At least 2 good quality Indian Athletic Training T-shirts
- At least 1 good quality Indian Athletic Training collared shirt
- At least one pair of good quality Dockers style khaki shorts or capris
- At least one pair of good quality Dockers style khaki pants
- At Least one black or brown belt
- At least one pair of good quality, solid black wind pants
- At least one pair of appropriate length solid black, green, or gray athletic shorts
- At least one pair of athletic shoes

Hair

- Must be kept in a neat and professional manner
- Must not be a distraction or dyed in any unnatural manner
- Must be well groomed as to not interfere with performance (pulled back)

Piercings & Tattoos

- Ear piercing is acceptable (for ladies)- however, excessive ear piercing will not be allowed while at school or while representing the school
- No other body piercing (tongue, eyebrow, nose, naval, etc.) may be visible at any time while at school or representing the school

Footwear

- Athletic shoes with socks must be worn at all times while you are in the Athletic Training Room- this includes during the academic day.
- This is for your protection and allows for you to be able to jog/run if needed
- Do not wear brand new/expensive shoes in the Athletic Training Room- they may and probably will get muddy at some point.

Hats

- SFHS hats/visors may be worn and are encouraged for practice
- Only SFHS hats/visors may be worn at games/events
- All hats/visors must be worn toward the front
- No hats/visors may be worn in the building

Academic Day

- While you are allowed to follow the school dress code during the school day, you must remember that your dress may not be appropriate to fulfill your Athletic Training Room work obligations.
- You must be mindful of this fact-if your dress is not appropriate or practical you will be required to change for the period

Practice

- Uniform Indian Athletic Training t-shirts and athletic shorts must be worn to all post school practices without exception. (Blue jeans, khaki pants and black, green, or gray wind pants are an acceptable alternative to shorts.) This will be assigned the day before.
- Athletic shoes as outlined earlier are required for in school and post school practices.
- Fanny packs must be stocked and worn during practice

Varsity Football

- Students will wear collared Indian Sports Medicine Shirt (tucked in at all times).
- Students will wear Dockers style khaki shorts, capris, pants with a black or brown belt or assigned warm-ups/wind pants. These garments must be of good quality and look professional. Tennis shoes with socks.
- Fanny pack must be stocked and worn at all times

Sub-Varsity Football

- Students will wear assigned Indian Sports Medicine t-shirt with matching short or khakis. The dress will be assigned the day before.
- Athletic shoes with socks must be worn
- Fanny pack must be stocked and worn at all times

All Other Games

- Indian Sports Medicine Collared shirts are required for Varsity level games
- Indian Sports Medicine t-shirts may be worn for sub-varsity games and all-level tournaments if well maintained (you will be instructed by a Staff Athletic Trainer). These shirts must be tucked in at all times.
- Again, good quality Dockers style khaki shorts/pants/capris must be worn for all Varsity-level games.

- Good quality denim jeans (no rips, tears, or holes) may be worn for sub-varsity games and all-level tournaments
- Students will also be required to follow the dress code implemented by each head coach when traveling with that team

The Do Not's

- Do not fold your shirt under instead of tucking it in
- Do not wear shorts/pants that are too tight
- Do not wear shorts/pants/shirts that are cut too low or sagging
- Do not wear shorts/pants with holes in them
- Do not wear pants with frayed/cut cuffs

Dismissal From The Athletic Training Program

Grounds for early dismissal from the Sports Medicine Program include but are not limited to:

- Negligence of Athletic Training responsibilities
- Negligence of practice and game responsibilities
- Continuous irresponsibility
- Continuous misbehavior
- Failure to comply with school policies and regulations
- Failure to comply with athletic and athletic training policies and regulations
- Continued failure to meet Texas State Academic Standards
- Theft or damage of Athletic Training Room or personal property
- Any use of illegal substances while in the program
- Failure to cooperate and work effectively with other student trainers or athletes
- Verbal or physical abuse to any of the athletes, coaches, students, or staff
- Attempting to perform any type of medical or therapeutic procedure that is outside of the student's responsibility and/or illegal
- Passing out medication without proper authorization
- Any circumstances as seen fit for dismissal by the Staff Athletic Trainers

A student may be dismissed by the Staff Athletic Trainer for any of the reasons above. Circumstances not clearly stated in this manual will be at the Staff Athletic Trainers' discretion and the necessary consequences will be given.

Remember, being a student athletic trainer is a Privilege not a right.

Be respectful, work hard, and conduct yourself in a positive manner both during school activities as well as outside of school.

Discipline Action:

3-general write-ups/infractions will require a parent conference with the student or contact with the parent via phone.

6-general write-ups/ infractions will lead to the suspension of games. The student will be required to work all practices during this time. The length of the suspension is up to the discretion of the Athletic Training Staff.

3-general write-ups/ infractions after a suspension has been lifted will result in the immediate removal from the Athletic Training program.

General write-ups/infractions can be but are not limited to the following:

1. Grades
2. Dress code
3. Work obligation
4. Conduct
5. Behavior
6. General Responsibilities

However certain major infraction can result in the immediate removal from the Athletic Training Program, those infractions can be but not limited to the following:

1. Behavior
2. Conduct
3. Violation of SFISD School Policies
4. Endangerment of Athletes, fellow peers, or SFISD personnel or property
5. Or any other infraction deemed fit for removal from the Athletic Training Program which is decided upon by the Athletic Training Staff.

All actions are subject to a meeting with both the Athletic Training Staff and student or with a parent present as well. Actions are subject to consequences which are dependent upon the discretion of Athletic Training Staff.

Grading Policy:

Although considered a discipline action the grading policy also must follow the UIL guidelines. 3 failures will be allowed within a student's athletic training career at Santa Fe High School. This includes both progress reports and report grades, the fail periods can either be consecutive times or non-consecutive periods.

If a student fails at the end of a grading period, that student is to attend all practices for their sport but will sit out from all games and events. They are also required to attend mandatory daily tutorials and have the teacher sign and time stamp their attendance with them.

In review- student athletic trainers work as an extension of the Staff Athletic Trainer. Many of the responsibilities student athletic trainers perform are cleaning and general athletic training

activities. Many of the duties are not entertaining, but are essential to a working Athletic Training Room. These duties include, but are not limited to the following:

General Responsibilities

- Working under and are responsible to the Staff Athletic Trainer
- Assisting the Staff Athletic Trainer with treatment of athletic injuries
- Assisting the Staff Athletic Trainer with rehabilitation of athletic injuries
- Taping athletes as directed by the Staff Athletic Trainer
- Administering first aid as directed by the Staff Athletic Trainer
- Reporting all injuries to the Staff Athletic Trainer and completing injury reports for each incident reported
- Learning by observing, listening, participating and asking questions
- Assist in record keeping as directed by the Staff Athletic Trainer- including inputting the Daily Treatment Log, answering the phone and taking messages, filing, injury Reports, etc.
- Learning the location and purpose of all equipment in the Athletic Training Room
- Assisting with current stocking/inventory of all types of equipment and supplies
- Preparing equipment and supplies for all practices games, meets and contests as directed by the Staff Athletic Trainer
- Proper cleaning and storage of all types of equipment and supplies used during practices and/or games
- Maintaining storage areas in a neat and organized fashion
- Keeping the Athletic Training Room clean and sanitary at all times. The Athletic Training room is a medical facility and should be treated as such at all times
- Performing any other duties as assigned by the Staff Athletic Trainer

Hours

- The Staff Athletic Trainer must be notified by 10:00 am if you are absent from school and unable to fulfill your work obligation on a particular day
- Missing your athletic training responsibility is like missing school-missed work and written excuses are due in a timely manner or your grade will be affected
- There will be early mornings and late evenings, as well as some weekends, that all must be committed too. Please sure to have a dependable form of transportation

Dress Code

- All student athletic trainers should be dressed professionally and conservatively at all times. The purpose of this policy is to bring no attention to any one individual on our team

**ATHLETIC/ATHLETIC TRAINING OFFICES AND
SPORTS MEDICINE CLASSES
STUDENT CONFIDENTIALITY AGREEMENT**

As a Student at Santa Fe High School Athletic/Athletic Training Offices and/or Sports Medicine classes, I understand that these offices and/or classes deal with confidential information. Furthermore, I realize that I may come in contact with information that is confidential and I understand that is not to be shared with anyone or any organization outside this office.

I _____, pledge that I will treat all personal information in a professional and confidential manner at all times, and that failure to do so will result in my immediate removal as a Student in the Athletic/Athletic Training Office and/or Sports Medicine Class, as well as any other office at Santa Fe High School.

Student Signature _____

Date _____

Parent Signature _____

Date _____

I have read, discussed with my parents, and understand the academic, time, and conduct requirements that are necessary to be a student athletic trainer at Santa Fe High School. I fully accept the responsibility for my conduct and my academics. I also agree to abide under the standards set for me as a student athletic trainer in this program.

Student Signature: _____ *Date* _____

I have read, discussed with my son/daughter, and understand the academic, time, and conduct requirements that are necessary for my son/daughter to be a student athletic trainer at Santa Fe High School. I fully support my child in this endeavor. I understand that my child's participation in this program is a privilege, to be earned and maintained as such.

Parent signature: _____ *Date* _____

****Parents****

Please note that we are trying to teach your child responsibility and dependability. While we understand that situations arise and once in while it is difficult to get your student where he/she needs to be on time, we ask that you please take into consideration our working schedules and the commitment that your child has made. Please let us know if there are any conflicts and we will try to work with you as best as possible, but we will not tolerate continued tardiness. We hope that you understand and support us in this matter as well as the rest of the program. Thank you for allowing your child to be a part of something bigger than him/herself! We look forward to having them and all of us having a great year!