BIRDVILLE HIGH SCHOOL SPORTS MEDICINE



ATHLETIC TRAINING

HANDBOOK

2016-2017

**MISSION STATEMENT:**

The Birdville Athletic Training/Sports Medicine Program is designed to prepare your son/daughter for entry into a health care education program. We will cultivate, within your child, a responsible and knowledgeable young adult ready to succeed in the real world.

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BIRDVILLE HIGH SCHOOL

ATHLETIC TRAINING/SPORTS MEDICINE

PARENTAL INFORMATION

On behalf of the Birdville High School Athletic Department we would like to take this opportunity to welcome your son/daughter into our Sports Medicine program. Outlined in this handbook are some duties and responsibilities which he/she will be expected to fulfill.

Activities will occur after school and or weekends that require a student athletic trainer (SAT) aide to be at practice or games. We understand that there will be times where conflicting situations will require flexibility on our part.

Students are allowed to have a part-time job while participating as a student athletic trainer aide. We ask that they limit their working hours while their assigned sport is in season. Exceptions can be made if the professional staff is notified in advance and another student trainer aide can be found to work. The SAT aid is responsible for finding the replacement.

Academic performance is vital to the student athletic trainer aid. We follow all district and UIL guidelines pertaining to student eligibility. Each SAT aide’s academic performance is a reflection of our program; therefore our expectation will be higher than district and UIL guidelines.

The student athletic trainer aide is expected to exhibit appropriate conduct at all times. Repeated or serious disciplinary problems, neglect of duties, or failure to follow the direction of the professional staff can result in reprimands, probation, or removal from the program. The grade for that student aid would be determined by the written and participation grade of that SAT aide at the time of removal.

SAT aides are not to travel to or from the contest in private vehicles. If an extreme situation arises where private travel becomes necessary, please present a signed note from a parent/guardian to the professional athletic trainers at least one day ahead of the event.

In order to be eligible to receive a varsity letter jacket, students must **A) Be in the program for one full year and B) Work one full year of a varsity sport(s).**

The Sports Medicine Program is designed to provide students with the knowledge and skills necessary to pursue a career as an athletic trainer or other related health care filed. There is no guarantee this program will result in any scholarship offers, but we will do our best to see that your son/daughter is prepared to enter the field of Athletic Training.

IF YOU HAVE ANY QUESTIONS, PLEASE FEEL FREE TO CALL THE TRAINING ROOM AT 817-547-8364 (Stafford) OR 817-547-8351 (Bauer).

Respectfully,

Brandon Stafford ATC, LAT Lacy Bauer LAT

Athletic Trainer Athletic Trainer

**GENERAL DUTIES AND CONDUCT**

I. ATHLETIC TRAINING ROOM

A. Arrive before the athletes at a time designated by the professional athletic trainer.

 1. Fill water coolers, bottles, and ice chests for practices or games.

2. Fill the hot whirlpool with hot water that is between 104°F and 108°F

3. Fill the cold whirlpool with cold water that is between 50°F and 60°F

4. Make sure that we have plenty of towels to do treatments

5. Take all water coolers, bottles, ice chests, splint bag, AED, and kit to the field(s).

 B. Pre-practice care of athletes

1. Apply all wraps, dressings, bandages, protective pads and taping that you are qualified to administer.

2. Athletes are to be treated in the order they arrive. Preference will be given to any sport that is currently in season.

 C. Practice time

 1. Spread out on the field so that you can observe any injuries.

 2. Avoid playing catch with the managers or talking to the players.

 3. Care for any injured players and escort players for treatment.

 4. Never leave an injured player unattended.

 5. Do not utilize personal communication devices or ipod’s while on duty.

 D. Post-practice

 1. Treat all athletes as quickly as possible

 2. Check the daily list of clean-up jobs.

 3. Check with the athletic trainer before leaving for the day.

II. GAMES

1. Pre-game
2. Arrive on time and prepare all necessary equipment before the players arrive. A good rule of thumb is an hour and a half before game time.
3. Be dressed properly for the game before the appointed time. See Dress Code for details.
4. Introduce yourself to the opposing teams SAT aids and ATs.
5. Ensure that all supplies are on the field prior to the start of the game.
6. Game
7. Pay close attention to the players to notice any sign of injury.
8. The designated SAT aids should accompany the athletic trainer onto the field for injuries. The other students should move to the front of the box in case the AT on the filed needs any assistance.
9. Always carry a stocked pack while on duty.
10. Assist in the administration of water and ice to players and coaches. Keep water containers filled with adequate water.
11. Post-game
12. Return all equipment to the athletic training room after the game and make sure it is clean before putting it away.
13. Dress all wounds and care for the injured before you leave.
14. Complete all jobs before you leave for the day.
15. Check with the AT before leaving. \*If we are on the road and all jobs are completed get on the bus and wait for us to depart.\*

**Out of Town Procedures**

\*In the event that an athlete gets injured while at an away game, these steps need to be followed.\*

1. Have the host AT evaluate the athlete and decide whether or not they need immediate medical help.
2. Ask the host AT to determine whether or not they can safely continue to participate. If they recommend taping, please ask if they would like to use the supplies provided in our travel kits.
3. Notify one of our professional ATs of the injury as soon as possible.
4. If an athlete is taken to the emergency room in an ambulance, notify one of the professional ATs immediately.
5. If the parents are present at the event, inform them that we will re-evaluate them the next school morning between 6:45 and 7:25am in the athletic training room. We will also be able to help schedule any necessary appointments.
6. Remind the student athlete to be present the next morning at 6:45 am in the athletic training room.

**Skills and Expectations Checklist**

The skills and expectations checklist will give you, the student athletic trainer aid, an understanding of what is expected of you when performing the various duties in the athletic training room. This checklist can be used as a tool to evaluate yourself as an SAT aid and can help you to grow both mentally and emotionally.

***Skills***

1. Display proper taping techniques.
2. Displays a knowledge and proper use of training room supplies.
3. Works with speed and efficiency.
4. Maintains accurate and legible records of treatments.
5. Check on treatments and injury records; be sure **ALL** athletes in the athletic training room have been accounted for.
6. Help teach new student athletic trainers basic skills and review.
7. Make up and apply ice bags.
8. Apply hydrocollator packs.
9. Keep supplies stocked and organized.
10. Practice bandaging and taping during idle time.
11. Problem-solve

***Expectations***

1. Follow and enforces training room policies and procedures.
2. Display proper athletic training room attitude and discipline.
3. Show initiative by doing needed work ***without*** being told.
4. Be dependable, on-time, and notify AT when you will be late or unable to attend.
5. Get along well with athletes, fellow SATs, and ATs.
6. Maintain a neat appearance, display proper hygiene, and follow the dress code for all practices and games.
7. Encourage proper constructive activity at **ALL** times.
8. Maintain a clean and neat athletic training room **(Reminder: this is a medical facility).**
9. Be attentive at all times.
10. Act respectful and in a mature fashion at all times.
11. Make friends and have fun.

**CONDUCT AND ETHICS**

1. The quality of medical care for the athletes at Birdville High School depends largely upon the actions of the entire athletic training staff. There are more SAT aides than staff athletic trainers. Therefore, the athlete has more opportunity to come into contact with an SAT aide than with the staff AT.
2. The field of athletic training is a para-medical field devoted to the best welfare of the athlete. The ATs and SAT aids should keep this basic principle in view and be guided by it at all times.
3. SAT aides should develop a relationship with each player that encourages them to trust you with personal information.
4. SAT aides should develop a relationship with coaches and other staff members so they respect your comments and know you will provide objective information, not small talk associated with gossip.
5. The team is depending on the SAT aide to meet their responsibilities for that sport. Anticipate all needs of the team and be prepared.
6. SAT aides will always follow the specific directions of the ATs when providing exercise or therapy. If you feel a change is in order, feel free to discuss that change with the AT in private.
7. Repeated failure to follow the guidelines of the Sports Medicine Program will result in probation or termination from the program.
8. Maintain your professional distance and realize that each individual has their own personal space and way of dealing with losing and injury.
9. Dress in a manner that reflects a professional image. Wear assigned staff uniforms for games, khaki pants are **REQUIRED** attire for **ALL** games. Shorts **MAY BE** made an option in times of excessive temperature; khaki walking shorts that are mid-thigh in length are acceptable. Jeans will not be acceptable on the sideline, BISD policy. Dress appropriately for practices. Wear clothes that are not excessively revealing and do not show any skin. Any and all garments worn on the sideline of practices or games can be reviewed by the staff ATs.
10. Those who serve as members of the athletic training staff assume definite responsibilities toward associates and commits themselves to upholding professional ideals. Each professional and student athletic trainer aid acts as a representative of the professional and should conduct themselves with integrity.
11. SAT aides should develop a source of loyalty to each member of the organization. Do not second-guess or belittle decisions made by the athletic trainer or coach. Do not discuss controversial subjects concerning the team to people outside of the team. If you have a question or comment, please discuss it with the staff athletic trainer. Learn what information needs to be shared.
12. The SAT aide should never harass the officials or the opponent. Their comments should be encouraging and not put down a person or team.
13. Information concerning injuries to the athletes regardless of its source is confidential. Such confidences should be well guarded by the athletic trainer and the student athletic trainers. Avoid discussing the injuries with teachers, classmates, and other adults.
14. The SAT aide is a vital part of the athletic training program. They can learn a great deal that will help them in the future. If they feel that their responsibilities are too heavy for them to carry, they should inform the staff athletic trainer so that they can be resolved. Please offer suggestions. No one has all the answers and there is seldom a system that cannot be improved upon by its members.

**Student Athletic Trainer Aid Behavior**

1. The SAT aides are expected to conduct themselves in such a manner to be a credit to those they represent. Their language will be free from words generally considered offensive or degrading to people.
2. The SAT aide’s loyalty is to the staff athletic trainers, coach and then the athlete.
3. Any cases of misconduct from a coach, student athletic trainer, or athlete directed toward you as an SAT aide should be reported immediately to a staff athletic trainer.

**Termination**

1. An SAT aid emay be removed from the program at any time by a staff athletic trainer.
2. Ineligibility during two continuous grading periods will result in educational probation or possibly termination.
3. Any students continued participation in the Sports Medicine Program will immediately come under review for violations of the Student Code of Conduct. Violations include, but are not limited to; academic dishonesty, bullying of any type, etc…

**BIRDVILLE HIGH SCHOOL ATHLETIC TRAINING ROOM**

**POLICIES AND PROCEDURES**

The athletic training room is the medial facility for the athletes at BHS. The following policies and procedures must be followed to facilitate an organized and properly run athletic training room.

1. Athletes are not to wear cleats in the athletic training room, except in the case of emergency or as dictated by a rehabilitation program.
2. Shirts and shorts must be worn in the athletic training room at all times, unless a treatment requires otherwise. (No girdle shorts)
3. All athletes must shower before entering the athletic training room in order to reduce contamination of equipment, infection, and the spread of disease. This rule is strictly enforced except in the case of emergency.
4. Only athletic equipment that needs to be worked on by one of the ATs should enter the athletic training room.
5. The athletic training room is not self-service. Athletes will receive treatment only upon the decision of the athletic trainer or physician and follow established protocols.
6. NO food or drinks shall be consumed in the training room. SAT aides may eat and drink in the training room only if:
7. There are no athletes in the athletic training room getting treatment.
8. We are in an off period.
9. Preparations are completed for any and all upcoming activities.
10. Profanity and horseplay will not be tolerated at any time by anyone.
11. The AT is available for athletes to discuss problems or concerns of any nature. If no problem exists or no treatment is being sought, athletes should not hang out in the training room.
12. Permission to use the phone should be secured prior to its use.
13. Keep your locker clean, neat and closed at all times. If your locker is disorderly, clean it up.
14. Treat the doctor(s) with the respect that they deserve. Address them as Dr. ----- respectively. You are encouraged to observe what they are doing and ask questions. Care should be taken to protect the privacy of the athlete. Questions to the doctor should be well thought out before they are asked. Our doctors are valuable resources and volunteer their time. Please thank them when they take time to show you medical procedures.
15. Athletes must sign out on iPad treatment log for each treatment. SAT aides must record the type of treatment the athlete has received, and then save it.
16. In case of an absence from school, practice or games, the SAT aid must let on the ATs know as soon as possible at home the night before or by message the morning of at 817-547-8364 or 817-547-8351.
17. SAT aides will be evaluated at the end of each semester. Other evaluations may be carried out as deemed necessary by the ATs. Evaluations are a constructive tool used to give the SATs feedback on their skills and abilities. An example is located in the back of the handbook.

Students will find it difficult to work a job on Monday through Friday while their sport is in season. Saturday and Sunday will be open for a student to work if necessary. If an SAT aide has chosen a sport to work and the game is on a Saturday, athletic training must take priority over the job. Students will be made aware of their schedule the last week of every month for the next month.

**What makes a good student athletic trainer aide?**

**The Good Ones Prepare** – They come to the training room ready to work. They know what is expected of them, and they prepare to meet those expectations. They also know their limitations, but they try to reduce them learning more about their work. And they do not cut corners.

**The Good Ones Plan Ahead** – They are not afraid to think of the “worst case” scenarios. They have considered what they will do if an athlete gets injured under various conditions, how they would notify the professional AT or EMS, and travel with enough supplies/equipment to meet unexpected demands. They are seldom caught by surprise, while involved in one event they already have another plan in mind if the present one does not work. Because they plan ahead, they seldom, if ever, put themselves in a position to fail.

**When Working Events, The Good Ones Look Around – A Lot – Almost Constantly!** Always alert for things that show a deviation from the norm, such as a player slow to get up, a change in weather conditions, or observing what another trainer might be watching. When working, they are heads-up people.

**The Good Ones Always Maintain Control of Their Emotions** - The good ones do no rattle easily; they just sort of work things through, bit by bit, until they get the situation under control. They exude a rather quiet confidence in most all situations.

**The Good Ones Are Proud** – They take pride in doing a good job, and know that they do make a difference. When an athlete gets back to their sport following an injury they are proud to have had a part in that. The good student athletic trainers get the job done.

**The Good Ones Read** – They are always reading about athletic training. Newspaper articles, magazines, journals, books, even TV shows; if it has to do with athletic training or sports medicine, they are interested. That interest pays them dividends; they are aware of all aspects of their industry. It is an awareness that pays; they are always up to date.

The Sports Medicine Program and your role as an SAT aide are designed to prepare you for a career in sports medicine and other health-care related fields. However, the AT staff cannot do the work for you. To be successful, you must have a desire to succeed and a desire to set yourself apart from your peers through your dedication and hard-work. This success is also achieved by being pro-active, doing what is asked of you, and having a desire to learn. These are only some of the characteristics of “the good ones.” There are others. Athletic training is what we do and we try to do it well, everywhere, whenever we are working. The athletic training staff is available to help you in any way we can as we desire to see you succeed, not only in your possible sports medicine careers, but in your future in general.

BIRDVILLE HIGH SCHOOL

ATHLETIC TRAINING/SPORTS MEDICINE

GRADING POLICY SHEET

Students enrolled in Sports Medicine I participate as student athletic training aids on a voluntary basis. They will not be graded on their performance or attendance. However, if a student athletic training aid does not consistently meet the stated attendance, responsibility, and behavioral expectations as stated above, it is grounds for the staff ATs to prohibit them from functioning as student athletic training aids.

It is recommended for students enrolled in Sports Medicine I that desire to continue on in the Sports Medicine program i.e., Sports Medicine II/III or continued student athletic training aid they participate in 100 hours of after school volunteer work. Acceptance into Sports Medicine II and III will be based on a student by student basis as determined by the professional ATs using participation hours, attendance, responsibility, and behavior as guidelines for determining continued participation in the Sports Medicine program. It is the sole discretion of the staff ATs to decided who continues in the Sports Medicine program; completion of the 100 volunteer hours does not guarantee continuation in the Sports Medicine program.

A student enrolled in Sports Medicine II and III will be **REQUIRED** to work after school practices and games and their grade will be determined as stated in the syllabus of those courses as provided with enrollment in those classes.

If you have any questions or wish to discuss your student(s) please contact either of the AT’s.

Thank you,

Brandon Stafford ATC, LAT

Lacy Bauer LAT

IMPORTANT TELEPHONE NUMBERS

Call in for absence or illness

Brandon Stafford ATC, LAT 817-547-8364

Brandon.stafford@birdvilleschools.net Cell - 817-894-3612

Lacy Bauer LAT 817-547-8351

Lacy.bauer@birdvileschools.net Cell - 512-755-4345

BHS ATHELTIC TRAINING/SPORTS MEDICINE

PARENTAL ACKNOWLEDGEMENT AND CONSENT

I have read and understand the qualifications and responsibilities required of a member of the sports medicine staff. I will do my best to follow and support the guidelines.

Student Signature Date

Parent Signature Date