



Sulphur Springs High School

Athletic Training Student

Policy and Procedures

Student Handbook

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Introduction

The Sulphur Springs High School Athletic programs are growing with an increasing number of teams and athletes. The Athletic Training Student acts as an extension of the Head Athletic Trainer/Assistant Athletic Trainer and helps provides medical coverage to his/her assigned team.

The Athletic Training Student will be required to enroll in a seventh period Athletic Training Class. This is to allow the student to learn in a classroom setting. First aid, taping, medical terminology, etc... will be taught at this time. When talking with counselors let them know you are an Athletic Training student.

This can be a large responsibility for the Athletic Training Student. We expect the student to be able to follow rules and guidelines, perform first aid, wear the appropriate uniform, and to maintain good grades in the classroom. We expect the student to assist the Head Athletic Trainer and/or the Assistant Athletic Trainer when necessary, and to be a good representative of SSSH and the Sports Medicine program at all times. This handbook was developed for the Athletic Training Student at SSSH. It is designed to help the student develop discipline and offer guidance about the program. This handbook does not replace the SSSH student handbook, nor is this handbook all encompassing about the Sports Medicine program. It is the responsibility of the student to read, comprehend, and be familiar with all the policies and procedures in this handbook.

Mission Statement

The mission of the SSSH Sports Medicine Program is to provide medical coverage to the athletic teams and assistance to the Head Athletic Trainer and/or the Assistant Athletic Trainer. This program will help young adults learn responsibility for their work, be held accountable for their actions, and to reward achievement of goals. This program will also provide a social forum for students to interact in a variety of settings that will be both educational and fun. SSSH Sports Medicine also abides by the mission statement of the National Athletic Trainers Association. It is to enhance the quality of health care for athletes and those engaged in physical activity, and to advance the profession of athletic training through education and research in the prevention, evaluation, management, and rehabilitation of athletic injuries.

Goals and Objectives

The goals and objectives of the SSSH Sports Medicine Program have been set to measure progress of the Sports Medicine Program and ensure academic progress towards graduation.

1. To meet the medical coverage needs of the SSSH Athletic programs.
2. To produce quality high school individuals who excel in the classroom and in extra-curricular activities.
3. To provide educational experience in a variety of settings.
4. To promote SSSH at all times
5. To provide the student with a multitude of opportunities to develop skills that will enhance their knowledge after high school.
6. To award those individuals who have surpassed expectations and effectively display responsibility in their work habits.
7. To have fun with friends working towards a common goal.

Admittance Requirements

To be admitted into the SSHS Sports Medicine Program, the student must fulfill ALL of the following requirements:

1. Turn in a completed Athletic Training Student application
 - a. Questionnaire
 - b. Grade sheet
 - c. Teacher referral.
2. Be interviewed by the Head Athletic Trainer prior to acceptance into the Sports Medicine Program.
3. Read the Athletic Training Student Policy and Procedures Student Handbook
4. From the Student Handbook, turn in the following forms:
 - a. Parent and Athletic Trainer Student agreement with signatures.
 - b. Consent for travel and medical treatment.
5. Be approved by the Athletic Director.

To remain in good standing as an Athletic Training student, the student must do the following:

1. Follow the Policies and Procedures outlined in this handbook.
2. Follow the policies and procedures outlined in the SSHS Student Handbook
3. Satisfactorily perform all duties as an Athletic Training Student.
4. Remain eligible for the complete academic year with a 70% GPA.
5. Receive a positive performance appraisal from coaches that you have worked with.

It is required that the Athletic Training Student enrolls in the Athletic Training class.

Academic Guidelines

To participate in the SSHA Sports Medicine Program, academic standards have been set by the University Interscholastic League (UIL), the governing body of high school extra-curricular activities in Texas. A grade of 70% or higher must be achieved in all classes during a grade check for every class. If a student is found to have earned a grade below 70% during any grading period, the student will be declared ineligible. Another grade check will be done at the three-week progress check. If the student has a grade of 70% or higher in the class in which a lower grade was earned, the student will regain eligibility. If the student is still not passing at the three-week grade check, the student will remain ineligible for the rest of the six-week period. The student is strongly advised to attend tutorials during the time of ineligibility. The student will need to present a note from the academic advisor reporting reinstatement of eligibility to participate in all athletic training activities. Any ineligible student will be required to attend all practices but will not be permitted to attend any games/competitions. They must pay for entrance into any sporting event while ineligible. They may not use their athletic pass while ineligible.

If a student is declared ineligible for any two grading periods, the Head Athletic Trainer will have grounds to dismiss that student from the Sports Medicine Program. These two grading periods need not be in consecutive order.

Dismissal

The SSSH Sports Medicine Program operates similar to all athletic teams at SSSH. The Head Athletic Trainer acts, as the coach and the Athletic Training Student are the athletes. We work together to provide daily coverage to the athletic teams. In order for the best medical care to be given, the daily operations must run smoothly. **At NO time will this program or a student athlete be placed in jeopardy because of the actions or behaviors of any Athletic Training Student.**

Grounds for dismissal include but are not limited to:

- ✂ Disobeying of the guidelines in this handbook
- ✂ Missing Practices and/or Games
- ✂ Continuous irresponsibility
- ✂ Being in SAC or any other disciplinary issues
- ✂ Poor academic history (ineligible for 2 grading periods in an academic year)
- ✂ Failure to cooperate and work effectively with other student or athletes
- ✂ Continuous disciplining by the Head Athletic Trainer
- ✂ Verbal or physical abuse to any of the athletes, coaches, students, or staff
- ✂ Any disrespect to the Head Athletic Trainer and/or Assistant Athletic Trainer
- ✂ Any out of school incidents (arrests, fights, vandalism, etc..)
- ✂ Unsatisfactory semester evaluation
- ✂ Students are not allowed to drive the Kubota or Polaris

The Head Athletic Trainer or the Athletic Director has the final decision about the dismissal of any Athletic Training Student from the SSSH Sports Medicine Program.

Dress Code

Your personal appearance and hygiene is a direct reflection of your personality and the Sports Medicine Program. You will be expected to always be within the dress code and behave in a professional manner. Athletic Training is a medical/health profession and personal hygiene and appearance must be maintained.

Athletic Training Students will primarily work in three settings – practices, home games, and away games. The following guidelines should be used to determine proper attire for event coverage.

1. Athletic Training Room and Practices

- a. **Pants:** Wind pants, jeans, and slacks that are within the standardized dress code are allowed.
- b. **Shirt:** any shirt deemed appropriate by the Head Athletic Trainer will be permitted. The Head Athletic Trainer makes the final decision about an article of clothing.
- c. **Shorts:** Khaki shorts or athletic shorts are preferred. The shorts must be mid-thigh or longer and approved by the SSHS dress code. These are the most appropriate shorts for working in the athletic training setting. The Head Athletic Trainer makes the final decision about unacceptable shorts. NO cut-off shorts of any kind will be permitted.
- d. **Shoes:** No flip flops, no open toed shoes, must wear tennis shoes.

2. Home/Away Events

- a. **Pants:** Khaki pants, black dress pants, jeans, or wind pants are permitted. No pants with holes in them are allowed. Students must be dressed alike when working together.
- b. **Shirts:** The Athletic Training shirts issued to student will be worn. Students must be dressed alike when working together.
- c. **Shorts:** Khaki shorts or athletic shorts are preferred. The shorts must be mid-thigh or longer and approved by the SSHS dress code. These are the most appropriate shorts for working in the athletic training setting. The Head Athletic Trainer makes the final decision about unacceptable shorts. NO cut-off shorts of any kind will be permitted. Students must be dressed alike when working together.
- d. **Shoes:** No flip flops, no open toed shoes, must wear tennis shoes.

When working events, dress appropriately for weather, the event and the team. The attire must be within the SSHS dress code. Be prepared to bring rain suits and jackets for outside games when necessary.

Maintain a professional appearance and behavior at all times. (Even when the athletes DO NOT!)

Key Points to Remember:

- ✂ Must wear issued Game Day t-shirt, or polo.
- ✂ The Head Athletic Trainer will make the final decisions about inappropriate clothing.
- ✂ Tennis shoes are encouraged: Flip-flops and shower shoes will NOT be allowed during practices or games. No open toed shoes.
- ✂ BE PROFESSIONAL – you are a reflection of SSHS, the Sports Medicine Program, and the Head Athletic Trainer.
- ✂ Be Careful on what you put on social media. It can be grounds for dismissal.
- ✂ No one is allowed to drive the Kubota or Polaris.
- ✂ Driving without permission may be immediate grounds for dismissal.
- ✂ Any damage to any equipment must be reported immediately to the Head/Assistant AT.
- ✂ Be on time!
- ✂ Be prepared!
- ✂ **Missed practices will be made up. Leaving early will be made up.**
- ✂ **2 missed practices in one week will result in NO Varsity game that week, will drop down to JV games. JV working Freshmen Games, Freshmen working 8th grade games.**
- ✂ Will be required to help with morning rehab on a rotating shift. **If you miss your rotation, you will be required to work 2 more to make up for the 1 missed.**
- ✂ **If you continue to miss your rotation, you will be suspended or dismissed from the program.**
- ✂ **Missing practices, morning rehab, and/or games will also affect their daily grades. Points will be deducted after 2 missed practices, morning rehab, and/or games.**
- ✂ Cell phone use during practice, games and classroom. Please only use phones in emergencies. Excessive use will result in phone being taken up and given back at the end of practice, game, or classroom.
- ✂ Mandatory meetings, are Mandatory, missing may result in immediate dismissal from the program.

Letter Jacket Requirements

In order to letter in Athletic Training, the student must be in good standing and complete their

2nd Varsity Football Season without:

- ✂ Disobeying of the guidelines in this handbook
- ✂ Continuous irresponsibility
- ✂ Being in SAC
- ✂ Poor academic history (ineligible for 2 grading periods in an academic year)
- ✂ Failure to cooperate and work effectively with other students or athletes
- ✂ Continuous disciplining by the Head Athletic Trainer
- ✂ Verbal or physical abuse to any of the athletes, coaches, students, or staff
- ✂ Any disrespect to the Head Athletic Trainer
- ✂ Any out of school incidents (arrests, fights, vandalism, improper use of social media, etc.)

It is entirely up to the Head Athletic Trainer whether the Athletic Training Student receives a letter jacket or not.

Job Description and Duties

Athletic Training Students work as an extension of the Head Athletic Trainer. Some of the responsibilities of the students 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:

1. Will work under and are responsible to the Head Athletic Trainer.
2. Administer treatments as directed by the Head Athletic Trainer.
3. Tape athletes as directed by the Head Athletic Trainer.
4. Will be required to help with morning rehab on a rotating shift.
5. Assist in record keeping as directed by the Head Athletic Trainer. (Physicals, injury reports, injury notes, physician notes, daily treatment logs, etc.)
6. Get sports medicine equipment prepared and set up for events as directed by the Head Athletic Trainer.
7. Clean and put away all sports medicine equipment after all practices and events as directed by the Head Athletic Trainer.
8. Assist in the loading and unloading of all sports medicine equipment.
9. Supervise the Athletic Training room when it is left in your charge.
10. Assist with the rehabilitation of injured athletes as directed by the Head Athletic Trainer.
11. Assist with keeping a current inventory of equipment and supplies.
12. Keep the Athletic Training Room clean and sanitary at all times. The athletic training room is a medical facility and must be treated as such.
13. Maintain a neat and organized storage room.
14. Learn as much as possible on a daily basis. Observe injury evaluations and ask questions at appropriate times. Understand the reasons for and physiological basis of all treatments and rehabilitation techniques.
15. It is the Athletic Training student's responsibility to find a replacement for scheduled work times and to inform the Head Athletic Trainer.
16. Know your Athletic Training Room. Learn the location of all equipment and supplies.
17. Report all injuries to the Athletic Trainer.
18. Any duties as assigned by the Head Athletic Trainer.
19. Do not bring food, drinks, to rehab, practice, or games.
20. Food is not allowed during rehab times.
21. Food is not allowed during games/practices.

Guidelines and Rules of the Athletic Training Room

1. Do not administer any treatments, especially those involving modality machines, on anyone without permission by the Head Athletic Trainer
2. Do not tape any athlete without being “cleared to tape by the Head Athletic Trainer.
3. Book bags and personal belongings are not to be left lying around the Athletic Training room. They are to be placed in your lockers.
4. Students are prohibited to talk to the press (student press or professional press) about injuries or status of any athlete. Direct all concerned parties to the Head Athletic Trainer.
5. Any and all information in a student athlete’s medical file is strictly confidential. It is against the law to distribute any such information without the consent of the athlete and the parents/legal guardians.
6. The Athletic Training Room is not a lounge or socializing area. NO one is permitted to simply “hang out” in the Athletic Training Room. It is not permitted to take naps or lounge around. If you are in the Athletic Training room, be expected to work.
7. Do NOT invite friends or boy/girl friends to hang out and wait for you in the Athletic Training Room.
8. Homework is to be done only when all work is done in the Athletic Training Room. Only special projects requiring the use of equipment in the Athletic Training room can be done in the Athletic Training room. If you are in the Athletic Training room be expected to work.
9. The telephone is for athletic training use only. Do not give other students permission to use the phone. The phone is used for emergencies and for calling parents for rides when finished with work for the day. It is otherwise off limits.
10. No food or drink will be allowed in the Athletic Training Room without the permission of the head Athletic Trainer.
11. Horseplay will not be tolerated in the Athletic Training Room.
12. Foul or abusive language will not be tolerated in the Athletic Training Room.
13. No cell phones during practice, games, or class, they will be taken up

Sport and Team Assignments

Sport and team assignments are not simply based on the age and year of the student, although it is taken into consideration. Assignment to a sport will be based on need, Head Athletic Trainers choice, academic eligibility history, experience level, coach's request and lastly, student's preference. **The athletic training student will not work the same sport every year, except for football.** All are required to cover football.

- ✂ Varsity sports will get preferential treatment as well as sports with high incidence of injury rate.
- ✂ Assigned Athletic Training Students will cover all practice and events unless otherwise arranged by the Head Athletic Trainer.
- ✂ Athletic Training Students must report to the Athletic Training room with adequate time to prepare for the practice or event and to administer needed treatments.
- ✂ Athletic Training Students should be at the scheduled practice site with the needed supplies at least five minutes before the scheduled practice time.
- ✂ Athletic Training Students must be at home games 30 minutes before game time, unless otherwise indicated by Head Athletic Trainer.
- ✂ Athletic Training Students will not leave the practice/game areas unless there is an emergency or so directed by the Head Athletic Trainer.
- ✂ The Athletic Training Student is responsible for introducing his/her self to the visiting team's Athletic Trainer or coach and providing them with assistance and needed items. This also includes checking with that team after the contest has ended.
- ✂ When traveling to an away site, locate the Athletic Training room; meet the staff and students that will be covering the event.

It is the responsibility of the Athletic Training Student to be informed of practice times/places, schedule changes, and bus departures. A missed bus is equal to an absence from a duty assignment.

Parent and Athletic Training Student Agreement

I have thoroughly read the Athletic Training Student Policy and Procedures Student handbook and agree to abide by the policies and procedures set forth by the Head Athletic Trainer at SSSH. I fully understand and accept the responsibility of working as an Athletic Training Student. I further understand that the health and safety of fellow Athletic Training students, athletes, and myself are a primary concern of the Head Athletic Trainer. I realize that I am an extension of the Head Athletic Trainer and agree to report all injuries to them. I will not talk about any injury, no matter how insignificant, to any person other than the Head/Assistant Athletic Trainer.

In the event that the policies and procedures of the Athletic Training Student Policy and Procedures Student Handbook are not followed, I will accept the consequences and/or point reduction made as a disciplinary action. I agree to the final decisions regarding my involvement with the Sports Medicine Program.

Student Signature _____ **Date** _____

I have also read the Athletic Training Student Policy and Procedures Student Handbook and agree to respect the policies and procedures set forth by the Head Athletic Trainer. I understand that my child is making a commitment to a program that has several responsibilities. I understand that this commitment may require holidays/weekends. I understand that my child will be required to work practices and games. Pick up times after practices and games may vary and may change without notice. I understand missing practice or games will result in making up those missed times. Continuous missing will result in disciplinary action. I will respect the judgment of the Head Athletic Trainer about disciplinary actions and will accept the final decision regarding my child's involvement.

Parents/ Legal Guardians

Signature _____ **Date** _____

