

# **MHS STUDENT** **ATHLETIC TRAINER** **HANDBOOK**

Welcome to the Manvel High School Sports Medicine Program. You are part of a select group of students that will work closely with our coaches and athletes. You are a valuable and integral part of Maverick Athletics. This handbook will serve as a guideline for the rules and policies of this program.

## **MISSION STATEMENT**

The primary mission of the MHS Sports Medicine Department is to provide quality medical care including prevention, recognition, treatment, and rehabilitation of injuries and illnesses to all student-athletes regardless of sport, gender or ability. Our secondary mission is to educate and help develop student athletic trainers into productive members of health related professions and society.

## **PHILOSOPHY**

Athletic training involves the prevention, recognition, treatment and rehabilitation of injuries and illnesses. It is important for the student athletic trainer to become knowledgeable and confident with the daily responsibilities in the allied health profession. The success of the Sports Medicine Program relies heavily on the understanding and cooperation of everyone involved.

The most successful people are self-motivated, eager, loyal, and hard working. They only need to be told things once. We believe that most people are of similar intelligence. Success might be defined as a series of failures. Individuals who try, fail, learn, and move on to the next task have success. You should have the drive to take on a task with the chance of failure, learn it, master it and move on.

Athletic training is a multifaceted profession that demands knowledge and understanding of the athletic population. It will not be easy. Dare to take a risk and rise to the challenge.

## **STUDENT ATHLETIC TRAINER ACADEMIC POLICY**

Academics are the first and foremost important area of concern for our student athletic trainers. For this reason a strict but fair policy is in place to ensure your success as a student at MHS. Please feel free to contact the staff athletic trainers at any time if there are any concerns involving this policy.

UIL ELIGIBILITY (Followed by all UIL Sponsored activities/events)

1. You must maintain 70% or higher in all subjects at all times.
2. UIL grade checks occur approximately every 9 weeks. If you have less than a 70% at the time of a report card, you are ineligible until the next UIL grade check.
3. If you are ineligible, you are not allowed to work games but you will still be required to work your assigned practices, and all switch policies and procedures will apply.
4. If you are ineligible you will be required to attend tutorials.

FAILURE TO REMAIN ELIGIBLE AND MEET THE MINIMUM STANDARDS CAN RESULT IN TERMINATION FROM THE MHS SPORTS MEDICINE PROGRAM.

STUDENTS WILL NOT BE PENALIZED FOR ATTENDING TUTORIALS AS LONG AS THEY NOTIFY THE STAFF ATHLETIC TRAINERS AND FOLLOW THE SWITCHING AND TRADING POLICY.

Academics are a serious issue and should be given priority over your duties as an athletic trainer. DO NOT fail to inform the staff athletic trainers that you need to alter your schedule to concentrate on academics. This is your responsibility.

## **TUTORIALS**

Tutorials are encouraged for students struggling in classes or needing additional academic help. Students failing a class at a report card will be required to attend tutorials until they are passing at a grade check. Students scheduled to work on a day they need to go to tutorials must let the staff know by LUNCH. Students will check in with staff after school, change into practice/game attire, get a tutorial pass and then go to tutorials. Students must obtain a signature from that teacher and return form to staff upon completion of tutorial time.

## **SOCIAL MEDIA**

Students should utilize all avenues of social media responsibly and understand that they represent the Sports Medicine Program and Manvel High School. Cyber bullying will not be tolerated and is a serious crime. Vulgar language, sexually explicit content or drug related posts are not professional and highly offensive. They should be avoided at all cost.

## **WORK OBLIGATION**

All student athletic trainers will be required to work practices and games during football season. A schedule will be given to each student and will be posted in the athletic training room.

All student athletic trainers will be scheduled to work all second sports throughout the year. Student athletic trainers will not be required to cover practices of the second sports but will be required to cover games. Work schedules will be given to students as soon as the staff athletic trainers receive completed game schedules from the coaches of each sport. The second sports that we cover are volleyball, boys' and girls' basketball, boys' and girls' soccer, softball, and baseball.

We host several tournaments throughout the year in various sports. Student athletic trainers may either be assigned to work or given the opportunity to sign up to work these events.

The staff athletic trainers reserve the right to assign individual games to students, if coverage becomes a problem. Playoff games for each sport are a privilege and will be assigned by the staff athletic trainers.

It is the responsibility of the student athletic trainer to contact the staff athletic trainers if they will not be at a practice or a game for any reason (including illnesses) and to follow all policies regarding finding a switch. Failure to do this will result in extra work assignments, missing playoff and/or post-season games, and possible dismissal from the program.

The staff athletic trainers will not assume that if you are not in class that you are not working your practice or game.

## **SCHOOL ATTENDANCE**

Attendance at school is extremely important for academic success. Excessive absences from school can result in your removal from the program.

## **LETTER JACKET**

Student athletic trainers must work (2) full years in order to earn their varsity letter. Exception is made for a senior graduating the program before a full 2 years has been completed.

## **GROUPS**

At the beginning of the year, all student athletic trainers will be assigned to groups. The staff athletic trainers will be responsible for work assignments, signing hour logs, approving switches, etc. No student athletic trainer will be responsible for any daily assignments. We will utilize the groups to create the work schedule for all second sport games.

## **SWITCHING AND TRADING**

GOLDEN RULE ---- EITHER YOU ARE WORKING YOUR ASSIGNED GAME OR TIME OR SOMEONE IS WORKING FOR YOU.

Exceptions may arise and the staff athletic trainers will handle these on an individual basis.

If a student athletic trainer is unable to work a scheduled practice or game, they are allowed to switch with each other. It is important that all student athletic trainers find a switch as soon as they know that they are unable to work. A teacher must be notified at least 24 hours before a student will miss their class for school sponsored activities. All trades and switches must be approved by the staff athletic trainers. It is the student athletic trainer's responsibility to find all switches.

## **LOCKERS/LOCKER ROOM**

We are fortunate to have a locker room for our student athletic trainers. The locker room is a privilege and needs to be treated that way. The staff athletic trainers are not your parents and do not enjoy picking up after you and we ask that you put your stuff away. THE MAIN ATHLETIC TRAINING ROOM IS NOT FOR SAT STORAGE PLEASE PUT YOUR STUFF IN THE LOCKER ROOM.

\*\*\*\*\* REMEMBER THE WEATHER CAN CHANGE IN AN INSTANT AND WE WILL PRACTICE OUT IN IT. IT IS BETTER TO BE PREPARED THAN TO WISH YOU HAD IT.

Students will be assigned a locker and are responsible for maintaining it. All items need to be kept IN the locker.

## **COMMUNICATION**

It is the responsibility of ALL student athletic trainers to check the assignment board frequently and often. All changes, departure times, etc will be posted here. **There is no excuse for not knowing what is going on.**

In addition to the board we may hold meetings in the athletic training room. All student athletic trainers are required to attend. Dates of the meetings are TBA. Failure to attend a meeting or inform the staff athletic trainers that you are unable to attend will be treated like missing a game or practice.

A weekly email will be sent out on the weekends detailing the schedule for the upcoming week and any updates/announcements. PLEASE READ!

## **DRESS CODE**

Our dress code policy is above and beyond that of the school dress code. Our policy will be followed at all practices/games/athletic periods/class times.

### **HAIR**

Must be kept neat (not dyed to a distracting color)  
Gentlemen should be clean shaven

### **FOOTWEAR**

Athletic shoes with socks must be worn to practices/games/athletic periods/class time  
Dress shoes/boots may be worn with pants if appropriate for the work environment  
No sandals, flip flops, or backless shoes of any kind may be worn at any time  
**YOU MUST KEEP YOUR SHOES ON AT ALL TIMES**

### **HATS**

Baseball style hats and visors may be worn – they must be appropriate and be worn with the bill to the front

### **ATHLETIC PERIOD AND CLASS TIME**

Normal school dress code applies unless directly noted by staff athletic trainers

### **PRACTICE**

Shirts and shorts will be provided and are to be worn to all practices  
Fanny packs will be stocked and worn appropriately

### **GAMES/EVENTS**

You are issued a games shirt and you are expected to wear it.  
Until further notice – game shirts will be worn at all events/games  
Khaki pants/shorts are to be worn to all games  
Shirts must be tucked in  
Belts will be worn if pants/shorts have loops

### **EXCEPTIONS**

Students are allowed to wear any clothing appropriate for the weather (rain coat, jacket etc).  
Dress for second sports will be discussed on an individual sport basis.  
Dress for non-football playoff games will be discussed as needed.

If you are not in dress code, you will be told to correct the problem. If you fail to correct the problem, you may be sent home for the day and/or put on the fine list.

## **COMMITMENT**

It is not the desire of the program to consume all of your free time as a high school student. However, assisting in the health and well being of the athletic population at the high school and junior high is a huge responsibility. The staff athletic trainers demand that this program and your responsibility be given as much respect and consideration as your other extra curricular activities and jobs. We ask that you give us at least a semester's commitment.

It is not the policy of this department to beg student athletic trainers to work. Lack of commitment will be grounds for dismissal from the program.

## **CONDUCT**

You have the responsibility to conduct yourself in a manner that reflects positively on you, your family, this program, this athletic department, and this school. Anyone who brings disgrace or undue embarrassment to the Sports Medicine Department and/or Manvel High School may be dismissed from the program and/or disciplined as the staff feels appropriate.

## **CLASSROOM CONDUCT**

All student trainers are expected to conduct themselves as ladies and gentlemen in all classes.

## **MERIT and DEMERIT POLICY**

In order to be a productive and successful program, it is essential that each student athletic trainer abide to the code of conduct and discipline system set forth throughout the year. The rules, guidelines, and the merit/ demerit system of the MHS sports medicine program will be enforced at all times.

## **MERIT SYSTEM:**

Merits are set up to reward members for exceptional behavior, good deeds and following rules. The staff athletic trainers reserve the right to decide if merits are deserved. Members must turn in paperwork and/ or provide proof of service to be awarded merits. Additional merit opportunities that are not listed below may be given by the staff. **Merits do not cancel out demerits. 200 are required per year for all student athletic trainers. Once completed SAT are eligible for special events at the end of the year.**

**Merits will be awarded accordingly:**

Perfect attendance per semester	5
Bringing designated supplies as requested	1
Student Athletic Trainer of the Month	10
Straight A's on Report Card	10
A's & B's on Report Card	5
Assisting staff athletic trainers in volunteer opportunities	2
Attending non- mandatory sports med. clinics (ie. Houston Rockets clinic)	3
GHATS Quiz bowl team, taping contest, poster competition, t-shirt contest	15
Pass taping proficiency: ankle, wrist, thumb spica, finger, hand, etc.	5
Non-mandatory community service	5

\* Additional merit opportunities that are not listed above may be given by the staff.

**DEMERIT SYSTEM:**

- Each student trainer will be allowed 49 demerits for one school year. If a student athletic trainer receives 50+ demerits, he or she could be removed from the program. If removed the student will need to return their uniforms/ practice clothes, fanny pack and will get a schedule change into another class.
- Demerits will be issued by any staff athletic trainers. Merit/demerit logs are kept in the athletic training room office.
- A student's demerits will factor into playoff status.

**Demerits will be issued accordingly:**

Insubordination and/or disrespect to any AISD employees, administrators, faculty,& staff member	5-10
Missing practices/ games without prior approval	10
Misrepresentation of team through actions either inside or outside of school (including but not limited to: lewd behavior, sexual misconduct, inappropriate behavior, misuse of social media)	10-20
If student receives ISS/ ECO	5-10
Leaving a practice or game without permission from staff.	15
Out of team dress code	1-5
Failing on a report card	20
More than 30 minute late to daily practice	5
Cell phone or earbud use during practice/game	1-5

\*Additional demerits that are not listed above can be issued at the discretion of the staff.

**RELATIONSHIP OF STUDENT ATHLETIC TRAINERS TO:**

SENIOR STUDENT ATHLETIC TRAINERS – They “know the ropes” and will be of assistance to the younger student trainers. You can learn a lot from them. Please take advantage of their knowledge of our program and of this school.

STAFF ATHLETIC TRAINERS – The staff athletic trainers are charged with the health care of the student-athletes. Thus the staff athletic trainers are ultimately responsible for your actions. The staff athletic trainers are willing to discuss problems and questions at appropriate times. Due to the nature of our business there are times when questions should be asked at a later time. It is important to listen and to do what you are told at all times.

COACHES – Learn to get along with the coaches. As a student athletic trainer you should never discuss injuries with a coach. All injury information should come from the staff athletic trainer. If you are covering a sport alone, you can fill the coach in on basic information. Coaches are human and often become frustrated by factors beyond anyone’s control. Do not take it personally if a coach raises their voice towards you. They are most likely angry at the situation and not at you.

ATHLETES- The athletes are your peers. It is difficult to maintain a professional relationship. It is important to keep the fraternizing to a minimum during treatments, practices and games. As a student



athletic trainer, you are here to assist in the care and prevention of athletic injuries – not to pamper our athletes. Do not discuss an injury with an athlete in specific or speculative terms. If you have problems with a particular athlete bring it to the attention of the staff athletic trainers.

**STUDENT MANAGERS** – It is important to maintain a good working relationship with the equipment managers. Many duties from both professions overlap. You should assist the managers whenever feasible.

**TEAM PHYSICIAN** – This program would not exist without the support of our team physician. We must all treat him/her with the respect he/she has earned. As a student, you will have the opportunity to get to know and work with the team physician. You can learn by watching and listening to the discussions on the sideline or in the training room.

**GENERAL PUBLIC, MEDIA, AND STUDENT BODY** – You may be confronted with questions as to the health of an athlete by almost anyone anywhere. Information regarding an athlete's health is confidential to everyone. This information should never be discussed outside of the training room.

## **CONFIDENTIALITY**

All information obtained and discussed by the staff athletic trainers or in the athletic training room regarding any aspect of an athlete's health is not to be discussed outside of the training room with anyone – including parents, teachers, coaches, friends, etc.

## **TRAVEL**

Student athletic trainers are expected to abide by all team rules including curfews, when traveling with a team. Travel is not an excuse for poor academic performance. For all sports students, athletic trainers will miss class time. This could range anywhere from part of the 7th period to the entire day. It is the responsibility of the student athletic trainer to make arrangements with their teachers in advance to make up any work that they will miss.

Occasionally, student athletic trainers could be asked to travel on overnight trips with teams. Being allowed to travel on an overnight trip is a privilege not right. Many factors go into determining which student athletic trainer to send. Grades, work ethic, adherence to training room policies and procedures will all play a factor. All school policies and procedures will apply. The coach of each sport is responsible for making all plans, reservations and handling details. We will do our best to get a detailed itinerary to you prior to departure.

## **FIELD TRIPS/ ACTIVITY TRIP**

Student athletic trainers will have the opportunity throughout the school year to attend several different trips. By signing and acknowledging the handbook you as a parent are giving permission for your child to attend. Detailed information about the trip will always be sent via email prior to the trip. If you do not wish for your child to attend a certain trip please contact the staff athletic trainer.

## **PLAYOFFS**

All of our teams are traditionally very successful and manage to consistently qualify for playoffs. It is an honor and privilege to get to accompany our teams to the post season. A student athletic trainer's commitment to the team(s) during the regular season and adherence to training room policies/procedures/rules will have a direct impact on their ability to travel with their teams in the post season.

## **PROGRESSION THROUGH SPORTS MEDICINE PROGRAM**

1<sup>ST</sup> YEAR SPORTS MEDICINE I  
2<sup>ND</sup> YEAR ATHLETIC TRAINING I  
3<sup>RD</sup> YEAR ATHLETIC TRAINING II  
4<sup>TH</sup> YEAR ATHLETIC TRAINING III

### **STUDENT ATHLETIC TRAINER EVALUATIONS**

Student athletic trainer evaluations will be conducted in May during finals week.

### **DISMISSAL FROM THE PROGRAM**

The staff athletic trainers reserve the right to dismiss any student from our program at any time.

### **ISS ASSIGNMENTS**

Any student athletic trainer that receives an ISS assignment will be suspended from the program until the ISS assignment has been completed. If you have more than 10 days of ISS in a school year you may be removed from the program for the remainder of the year.

### **AWARDS**

At the end of the academic year, the Sports Medicine Department will give out the MAVERICK award. The requirements for the award are as follows.

1. Student Must be a Senior
2. Student must be a Student athletic trainer for 2 years
3. Student must maintain a GPA of 3.25
4. Students will then be voted on by peers.
5. The Staff athletic trainers will have final say in who receives the award.

Additional awards are determined by the staff at the end of the year.

### **FUNDRAISERS**

Our Major fundraiser of the year is our physicals that we hold every year. It will be required of all student athletic trainers to attend and help on this day. We might also do another fundraiser in the Fall but that is to be determined.

## **CONTACT INFORMATION**

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# MHS STUDENT ATHLETIC TRAINER CONTRACT

NAME: \_\_\_\_\_ Year \_\_\_\_\_

## RESPONSIBILITIES:

PREVENTION OF INJURIES  
ADMINISTER FIRST AID  
PREPARATION OF ATHLETES FOR PARTICIPATION  
ASSIST THE STAFF ATHLETIC TRAINERS AT PRACTICES AND COMPETITIONS  
ASSIST IN THE REHABILITATION OF INJURED ATHLETES  
ORGANIZATION AND MANAGEMENT OF THE ATHLETIC TRAINING ROOM

## HOURS:

STUDENT TRAINERS ARE REQUIRED TO WORK THEIR SCHEDULED HOURS  
STAFF ATHLETIC TRAINERS MUST BE NOTIFIED PRIOR TO ALL ABSENCES AND A  
SUITABLE REPLACEMENT MUST BE FOUND  
ALL SWITCHES WILL BE APPROVED BY THE STAFF ATHLETIC TRAINERS

I HAVE READ THE STUDENT ATHLETIC TRAINER HANDBOOK. I UNDERSTAND THE RULES AND EXPECTATIONS AND I AGREE TO FOLLOW THEM AND ALL THE POLICIES AND PROCEDURES TO THE BEST OF MY ABILITIES. BY SIGNING I UNDERSTAND THAT I WILL BE HELD ACCOUNTABLE FOR ANY FAILURE TO FOLLOW POLICIES AND PROCEDURES WHICH CAN RESULT IN SUSPENSION OR REMOVAL FROM THE PROGRAM.

STUDENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PARENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

