

*Dickinson ISD*  
*Student Athletic*  
*Trainer Handbook*

To: Student Athletic Trainers and Parents

We would like to welcome you to Athletic Training at Dickinson High School!

We are looking forward to working with you over the course of the next year and beyond. We have an exciting year planned on the field, in the gym, and in the training room. We hope that you are as excited as we are.

If you have any questions or concerns, please do not hesitate to contact us at any time.  
We have several methods of contact listed below.

Again, welcome, and let's work together to make this year a success!

John Harmon  
Head Athletic Trainer

Katy Alvarez  
Asst Athletic Trainer

Yazmin Lara  
Asst Athletic Trainer

## **Preface**

This handbook is designed to detail the purpose and responsibilities of a Dickinson High School Student Athletic Trainer in our sports medicine program. It will serve as a reference for the entire time a student is in this program. The student trainer and their parents must read and understand the contents of this handbook and be expected to work within the goals and policies provided herein.

The success of the athletic training staff depends upon the punctuality, discipline, and responsibility of each individual member of the Sports Medicine Program. An organization is only as strong as its members. We are a service organization intended to insure the best possible health care for each high school athlete. We are a co-ed facility, designed to treat each athlete in every sport. The Sports Medicine Department operates efficiently only if the members provide leadership, integrity, high moral standards, honesty, discipline, commitment and dedication. These high expectations continue throughout the student's entire high school career. These characteristics, developed early in life, will be the foundation for a lifetime of success.

# Introduction

The goals provided are the backbone of a successful Athletic Training staff. To become a successful student trainer and ultimately a successful person, you are expected to take these goals to heart and live by them day by day, not only in the training room, but also in your daily life. Read, think about, and use these goals to change your personal weaknesses into personal strengths.

1. Develop a sound educational background from which you can further your skills, and ultimately, provide a better standard of care for the athletes you work with.
2. As you enter adulthood, more and more responsibility is placed on you. Allow the Athletic Training Program help you develop a greater sense of responsibility both in and out of the training room.
3. Self discipline is the key to success. Discipline yourself to carry out the duties expected of you to the best of your ability. Often times, you will be asked to do things that are uninteresting or distasteful. Show your self-discipline and carry out your duties with pride.
4. Prepare yourself for the future. Tomorrow will be here before you know it. Look to the future, think of what you want to accomplish in one year, two years and five years from now. Pass your classes! Set you short term and long term goals and ready yourself for life's challenges.
5. Learn to work with others. You are no longer in an "I" or "me" world. Others will depend on you and expect you to work with them. This includes fellow students and adults, such as teachers and coaches. Learn to "give" and "take" of yourself. Working with people will carry you a long way in life.
6. Organization is a trait of successful people. An organized person is able to face adversity and conquer the situation. A disorganized person is left wondering why they did not perform to their capabilities. Organized, prepare and be ready to react at all times.
7. The Athletic Training Program is a people-oriented service organization. In order to accomplish tasks as they arise, one must communicate well. When working within the training staff, the channels of communication must remain open. Learn to communicate with others efficiently and alert appropriate individuals of your duties and responsibilities.
8. When working with others, it is important to gain the confidence and respect of those you work with. Both athletes and coaches will depend on your services. If you act responsibly and perform as expected, you will command the respect of those with whom you work.
9. Student trainers should develop a working relationship with each athlete that encourages him/her to trust you with personal information.

# Conduct and Ethics

1. The quality of medical care for the athletes of Dickinson Independent School District depends largely upon the actions of the entire training staff. There are more student athletic trainers than staff athletic trainers. Therefore, an athlete has more opportunity to come in contact with a student athletic trainer than with a staff athletic trainer or team physician.
2. A few characteristics a good student athletic trainer should possess to be successful are:
  - A. Willingness to accept responsibilities and carry them through to completion
  - B. The way in which he/she operates the department in the absence of the Staff Athletic Trainers
  - C. The way he/she performs those chores that are unpopular and distasteful
  - D. His/her personal appearance at all times
  - E. The tone of his/her voice and the caliber of his/her language
3. Athletic Training is an integral part of Sports Medicine. The Athletic Trainer should carry on the techniques of the profession only with adequate and specific medical direction. The student athletic trainer must receive direction from the staff athletic trainer.
4. The field of Athletic Training is an Allied-Healthcare Profession devoted to the best welfare of all student athletes. The athletic trainer should keep this basic principle in view and be guided by it at all times:
  - A. Student athletic trainers 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 based on little or no fact.
  - B. Student athletic trainers should develop a relationship with each player that encourages him or her to trust you with personal information.
5. Those who serve as members of the Athletic Training Staff assume definite responsibilities toward associates and commit themselves to upholding the professional ideals. Each student athletic trainer acts as a representative of the whole profession and as such should conduct himself/herself with honor and integrity.
  - A. Student athletic trainers should develop a source of loyalty to each member of the organization. DO NOT second guess or belittle decisions made by the Staff Athletic Trainers. In particular, do not discuss controversial subjects concerning the organization outside of the organization. Learn what information needs to be shared and with whom it is to be shared, for the most part, fellow student athletic trainers and the Staff Athletic Trainers.
  - B. The student athletic trainer should never harass the officials or the opponent. His/her comments are those of encouragement to his/her own players. He/she should not belittle his/her own players' actions or abilities.
6. Diagnosis of the athlete's disability is the responsibility of the Athletic Trainer, team physician or the athlete's personal physician. Recognition and treatment of specific minor problems and the performance of standard forms of treatment may be responsibilities delegated to the student athletic trainer by the Staff Athletic Trainers.
  - A. If an injury situation arises requiring a decision the student athletic trainer is incapable of rendering, he/she should talk to the staff athletic trainer. If he/she is unavailable, the student should seek the help of a coach.
  - B. If the student athletic trainer is on a trip by him/herself, he/she should work closely with the head coach or visiting athletic trainer, and be prepared to assist with other duties once his/her training duties are completed.

7. Information concerning injuries to athletes regardless of its source is confidential. Such confidences should be well guarded by the medical staff at all times (See HIPAA page later in this handbook).
8. The student Athletic Trainer should be discrete and tactful in all dealings with the athletes and should avoid all actions or statements which might in any way be construed by the injured athlete to be criticism of his/her former physician, coach or any other member of the athletic organization.
9. Specific statements concerning prognosis should only be made after thorough review of the case by those properly concerned with the case. Suggestions to the injured athlete concerning referral to another physician are made only after a thorough review is made of the case by those concerned.
10. The student athletic trainer is a vital part of the athletic program. He/she can learn a great deal that will help him or her in the near future. If he/she feels the responsibilities are too heavy to carry, they should speak to the staff athletic trainers. If they find anything in the athletic program distasteful, her or she should air the complaints with the staff athletic trainers. If he/she has an idea that might improve the program, do not hesitate to bring it to the head athletic trainer's attention. No one has all the answers and there is seldom a system that cannot be improved upon by its members.
11. Conflicts with other student trainers or athletes should be brought to the attention of the staff Athletic Trainers. We will assist with conflict resolution.

# Student Athletic Trainer Duties

## General Duties

### I. Training Room

A. Arrive before the athletes do or at a predetermined time and be sure the following are in order and ready for use:

1. Sufficient tape of all sizes on tables
2. Water coolers are ready for practice or event
3. When asked, the whirlpool is filled with water at 104-108 degrees F. Cold pools should be between 50-60 degrees F.
4. All Clean laundry is folded and put in proper place.

### B. Pre-Practice Care of Athletes

1. Apply all first aid care that you are qualified to administer as stated by the National Athletic Trainer's Association (NATA).
2. A general rule to follow is to care for those athletes in season first, usually varsity athletes before freshman.
3. Do not permit crowding at the tables. Take each athlete in his/her proper order. If the crowd becomes too large, ask some to wait in a line outside of the door.
4. You should become proficient at the following:
  - a. Documentation of injury/treatment records. Computerized record entry.
  - b. Application of ice bags for any body part
  - c. Hydration specialization
  - d. Recognizing injuries including heat illness, head injury, and any musculo/ortho injuries.

### C. Practice Area Conduct

1. Take the training supplies, ice and water on the field before the practice session is to begin. Injuries can occur during the first minute of practice.  
**BE ON TIME!!**
2. Station yourself near the activity so you can be easily spotted with a rack of water bottles and a towel.
3. Do not turn your attention away from practice. Do not turn your back on the action to play, catch or talk to a player or passerby. **DO NOT SIT DOWN!**
4. Assist in the water breaks. Have your water bottles filled at all times. Be prepared for a big water break at any time.
5. Care for injured players and escort players inside if the injury is serious enough. Have your radio available or know who has it on your field. Be familiar with its use.
6. Always stay with an injured player either on the field or in the training room. Never leave an injured player unattended.

### D. Post-Practice Training Room Conduct

1. Be sure all athletes are treated before leaving.

2. Document all injuries/treatments on the treatment log and/or in the computer.
3. Check the daily cleaning list and make sure all are completed and initialed.
4. Place all dirty wraps and laundry in the proper container.
5. You will not be allowed to leave until released by staff Athletic Trainers.

## II. Pre-Game Conduct

- A. Arrive one hour before or when assigned and prepare all necessary equipment before players arrive.
- B. Help with the pre-game taping at the appointed time. Be dressed and ready to work on time.
- C. Introduce yourself to the visiting team athletic trainers and offer your services.
- D. Ensure that your court/field is prepared for competition.

## III. Game Conduct

- A. During the game, stay close to your assignment. Pay close attention to play.  
Observe players who are not performing normally or are injured. Whoever is assigned Coach Harmon's/Ms Tubbs's assistant needs to accompany them onto the field whenever there is an injury. The others should prepare to bring equipment on the field for removal of the player.
- B. Always carry scissors, gauze pads, 1 ½" tape and gloves in your pockets. When working football you should wear your fanny/sling pack.
- C. Be prepared to adjust equipment, apply protective pads, wraps, ice packs or dressing to those players not in the game or who have been removed for care. Work quickly, but not so fast that your skills suffer.
- D. Assist in administering water and ice to players and coaches. Keep water containers filled with adequate water, especially in hot weather.
- E. During half-time, check all players with injuries. Inform the head athletic trainer of any change in a player's condition. Assist in providing players with water/Gatorade during halftime. You will have your assignments, if you are not assigned to half-time, you may grab something to eat, but you are not to be found messing around in the stands. Be readily available for assistance should the locker room call the sidelines.
- F. Assist injured players from the field at the half or at the end of the game.  
Please make sure all of their equipment gets put up in the locker room or on the bus. Ask for assistance from fellow student trainers or coaches.

## IV. Post-Game Conduct

- A. Be sure all equipment is back in the training room.
- B. Assist players in removing tape, bandages and dressings.
- C. Dress all wounds and care for the injured before you leave.
- D. Put the training room in order before you leave.
- E. Complete injury/treatment records for those injured.
- F. Hand out/apply ice bags to those in need of one.
- G. You will not be allowed to leave until released by staff Athletic Trainers.

## V. Extracurricular Activities

- A. You are encouraged to join the student membership of the Southwest Athletic Trainers Association.
- B. Attend clinics and conventions when possible. Clinics are excellent sources of information.  
Attendance in the Greater Houston Athletic Trainers' Society Annual Student Athletic Trainer Workshop is mandatory. If, for whatever reason, the student trainer is not able to attend, a written report will be due two weeks following the GHATS workshop. Topic will be assigned by the athletic training staff.
- C. You should understand that the Sports Medicine Program comes first. All other extracurricular programs and personal jobs should not interfere with the Sports Medicine Program.



# BEHAVIOR AND DRESS

- A. The student trainers are expected to conduct themselves in such a manner to be a credit to those they represent; exemplifying the traditional values of honesty, good sportsmanship, courtesy, and modesty commonly associated with good citizenship. Their language should be free from words generally considered to be offensive or degrading to their fellow man or woman.
- B. Information relating to medical or personal problems or athletes or coaches is regarded as privileged information; therefore, it is not to be discussed with others.
- C. The student trainer's first loyalty is to the staff athletic trainer, then to the athlete.
- D. Verbal obscenities, threatening remarks, and physical confrontations are to be avoided. Should an incident occur while on duty, it should be reported immediately to a staff athletic trainer or coach. The offending student should be identified when known to the student trainer. If physical force is used or threatened, the proper authorities should be notified.
- E. When traveling with a team, the student trainers are responsible to the head coach. They will assist the coach in any way possible. They will abide by the same rules and schedule as the athletes unless they make other arrangements with the coach. When traveling on a bus, the student trainer should sit in a seat at the front of the bus. This is mandatory and the coaches will be instructed to seat the student there.
- F. The student trainer's behavior should be guided by the following characteristics: honesty, high moral and ethical standards, good sportsmanship, courtesy, modesty, professionalism, and good language usage. This should take place both while on duty as a student trainer and in your personal life.
- G. Behavior including the use of alcohol, tobacco, illegal drugs, vaping or behavior that is considered to be dishonorable and distasteful will not be tolerated. Any student trainer found to be in violation of this behavior policy will immediately be dismissed from the Sports Medicine Program.
- H. Classroom behavior is to be better than the average student. Consistent conduct scores of "N" or "U" are grounds for dismissal from the program. Student trainers are to be assets to the teachers in the classroom.
- I. School grades are to be kept at a high level. It is encouraged to have at least an A/B average. A student trainer will be allowed to work when "passing" all of his/her classes, however, pressure will be applied to the student by the staff trainers to bring his/her grades up to an A/B level. This could include extra tutorials in the school or in the training room.
- J. Failing grades are not acceptable. Any student trainer who is ineligible during two grading periods in one year is subject to being terminated. We will work with the student to bring a failing grade up, however, it is the student's responsibility to pass his/her classes. It is the Head Athletic Trainers decision whether to terminate the student or not.

## PERSONAL APPEARANCE AND DRESS

- A. The student trainer will arrive early enough to be in uniform before caring for athletes
- B. The student trainer will wear the specified uniform while working all athletic events and when traveling with a team
- C. The student trainer's hair should be well groomed as not interfere with his/her performance (i.e., hanging in face or eyes)
- D. Piercings should not be a distraction or interfere with the completion of duties. Large ear rings should not be worn
- E. Headphones (wireless or wired) may not be worn while working as a student trainer, either during class, in the gym or on the field
- F. The student trainer's hair should be kept in a manner that is professional and not distracting. The training room is a business and proper hygiene should be maintained at all times
- G. Appropriate outdoor clothing should be worn during cold or inclement weather. Jackets are available to be checked out from the training room. These jackets are DISD property, and will need to be returned or you will be placed on the fine list
- H. All clothing worn should be tasteful and fit. Clothing that is too tight or too loose will not be acceptable.
- I. The student trainer shall keep him/herself as hygienically clean as possible and at all times, adhere to the principles of Universal Precautions
- J. All dress while representing the athletic training staff and Dickinson ISD must be in line with the DHS and DISD dress code

## DRESS CODE FOR PRACTICES

- A. Issued shorts will be worn unless otherwise directed
- B. Black or Blue wind pants **NO TIGHTS OR YOGA PANTS.**
- C. Athletic Training T-shirt, game shirt, or any other approved DHS spirit shirt. **NO LOW CUT OR CROP-TOP SHIRTS.**
- D. Closed toed shoes
- E. Dickinson Gator ball cap or visor (optional)

## DRESS CODE FOR FOOTBALL GAMES

- A. Black Docker style pants, shorts or capri pants (appropriate length)
- B. Game shirt provided by Staff Athletic Trainers
- C. Closed toed shoes
- D. Dickinson Gator ball cap or visor (optional)
- E. 9<sup>th</sup>/JV Games may be allowed to wear matching practice clothing

## DRESS CODE FOR INDOOR SPORTS

- A. Black or Khaki Docker style pants
- B. Game shirt provided by Staff Athletic Trainers
- C. Closed toed shoes
- D. DISD issued pullover/long sleeve if it is cold in the gym

E. NO BALL CAPS OR VISORS ARE TO BE WORN INSIDE.

## **DRESS CODE FOR OUTDOOR SPORTS**

- A. Black or Khaki Docker style pants or Nice Blue Jeans (no holes or worn areas allowed)
- B. Black or Blue wind pants
- C. Game shirt provided by Staff Athletic Trainers
- D. Tennis Shoes
- E. DISD Issued jacket, except in extenuating circumstances
- F. Dickinson Gator ball cap or visor (if needed)

**NOTE: SHIRT TAILS MUST BE TUCKED IN AT ALL TIMES AT GAMES.** (this does not apply to “women’s-fit” shirts.) This applies to all above dress codes. Clothes should fit appropriately. (Not too tight or too loose)

## **Removal from Program**

Student Trainers are expected to fulfill the duration of the time they have committed to working. When resigning their position, the SAT will be required to turn in all of their issued game and practice clothing, kit, fanny pack and any other issued equipment. This will include any/all equipment from prior years.

## **TERMINATION**

The Head Athletic Trainer may at any time and for any reason terminate a student athletic trainer

# **LETTER JACKET POLICY**

Letter Jackets will be awarded after successful completion of four COMPLETE semesters of service as a student trainer covering at least one sport in each semester. You must work eighty five (85%) percent of time with your assigned team and in the training room for this to count toward your letter jacket eligibility. The student Athletic Trainer must remain eligible both academically and as a student Athletic Trainer for the semester to count toward their total. Letter jackets may be awarded early upon staff athletic trainer’s discretion

# **Expectations by Sport**

**Each sport is different and unique. Therefore the role of the student trainer for each sport, and team, may vary. However, there are universal expectations for each team that must be met**

## **Football**

Student Trainers working with Football should complete, at minimum, the following job duties:

- Arrive at least one hour before game time/practice, unless otherwise specified, dressed and ready for practice or the game
- Set up the field when assigned with the proper equipment needed
- Be ready with your assigned equipment (fanny/sling pack, rack of bottles) at the start of practice or the game
- Stay with your assigned position group/team unless refilling bottles or assisting with the care of an athlete
- During time-outs/quarter changes/halftime, stand with team and offer water bottles. Visually inspect athletes looking for blood/anything of concern. If found, please cover or attend to
- Assist athletes that are injured. Help Athletic Trainer (home or away) with any injuries that occur
- After game, assist athletes with any needs that have arisen (ice, wound care etc)
- After practice/game, transport equipment to the training room, complete post-practice cleaning assignments and wait until completion of the post-practice meeting

## **Volleyball**

Student Trainers working with Volleyball should complete, at minimum, the following job duties:

- Arrive at least one hour before game time, unless otherwise specified, dressed and ready for the game or departure time (if away game)
- Set up the gym as instructed, or have appropriate equipment for away game (kit, rack of bottles)
- Be with your assigned team at the time of warmups to assist them with any needs they may have before their game
- Sit on their bench (unless otherwise assigned)
- Have water bottles filled and kit at the ready
- During time-outs/quarter changes/halftime, stand with team and offer water bottles. Visually inspect athletes looking for blood/anything of concern. If found, please cover or attend to
- Assist athletes that are injured. Help Athletic Trainer (home or away) with any injuries that occur
- After game, assist athletes with any needs that have arisen (ice, wound care etc)
- Clean up and put away your coolers, kit, rack of bottles when your game(s) is completed

## **Basketball**

Student Trainers working with Basketball should complete, at minimum, the following job duties:

- Arrive at least one hour before game time, unless otherwise specified, dressed and ready for the game or departure time (if away game)
- Set up the gym as instructed, or have appropriate equipment for away game (kit, rack of bottles)
- Be with your assigned team at the time of warmups to assist them with any needs they may have before their game
- Sit on their bench (unless otherwise assigned)

- Have water bottles filled and kit at the ready
- During time-outs/quarter changes/halftime, stand with team and offer water bottles. Visually inspect athletes looking for blood/anything of concern. If found, please cover or attend to
- Assist athletes that are injured. Help Athletic Trainer (home or away) with any injuries that occur
- After game, assist athletes with any needs that have arisen (ice, wound care etc)
- Clean up and put away your coolers, kit, rack of bottles when your game(s) is completed

### **Soccer**

Student Trainers working with Soccer should complete, at minimum, the following job duties:

- Arrive at least one hour before game time, unless otherwise specified, dressed and ready for the game or departure time (if away game)
- Set up the field as instructed, or have appropriate equipment for away game (kit, rack of bottles)
- Be with your assigned team at the time of warmups to assist them with any needs they may have before their game
- Sit on their bench (unless otherwise assigned)
- Have water bottles filled and kit at the ready
- During time-outs/quarter changes/halftime, stand with team and offer water bottles. Visually inspect athletes looking for blood/anything of concern. If found, please cover or attend to
- Assist athletes that are injured. Help Athletic Trainer (home or away) with any injuries that occur
- After game, assist athletes with any needs that have arisen (ice, wound care etc)
- Clean up and put away your coolers, kit, rack of bottles when your game(s) is completed

### **Baseball/Softball**

Student Trainers working with Baseball/Softball should complete, at minimum, the following job duties:

- Arrive at least one hour before game time, unless otherwise specified, dressed and ready for the game or departure time (if away game)
- Set up the field as instructed, or have appropriate equipment for away game (kit, rack of bottles)
- Be with your assigned team at the time of warmups to assist them with any needs they may have before their game
- Sit in their dugout (unless otherwise assigned)
- Have water bottles filled and kit at the ready
- Stay with and offer water bottles throughout game. Visually inspect athletes looking for blood/anything of concern. If found, please cover or attend to
- Assist athletes that are injured. Help Athletic Trainer (home or away) with any injuries that occur
- Assist coaches with any/all duties as assigned
- After game, assist athletes with any needs that have arisen (ice, wound care etc)
- Clean up and put away your coolers, kit, rack of bottles when your game(s) is completed

### **Track/All Other Sports**

Student Trainers working with Track/All Other Sports should complete, at minimum, the following job duties:

- Arrive at least one hour before game time, unless otherwise specified, dressed and ready for the game or departure time (if away game)
- Set up the competition as instructed, or have appropriate equipment for away game (kit, rack of bottles)
- Be with your assigned team at the time of warmups to assist them with any needs they may have before their game
- Sit with your team or at assigned location that is accessible and known (unless otherwise assigned)

- Have water bottles filled and kit at the ready
- During time-outs/quarter changes/halftime, stand with team and offer water bottles. Visually inspect athletes looking for blood/anything of concern. If found, please cover or attend to
- Assist athletes that are injured. Help Athletic Trainer (home or away) with any injuries that occur
- After game, assist athletes with any needs that have arisen (ice, wound care etc)
- Clean up and put away your coolers, kit, rack of bottles when your game(s) is completed

# **HIPAA**

## **The Health Information Portability and Accountability Act**

The Health Information Portability and Accountability Act (HIPAA), enacted April 14, 2003, protect an individual from having known private health information that they do not want known publicly.

As a health care institution, we are subject to follow those laws that have been set forth. Both student and staff athletic trainers are required to follow this law.

Under steep penalty (including fine of up to \$200,000 and imprisonment), we are required to observe this law and all that it entails.

This means, that we are not legally able to discuss with **anyone** the private health information of the patients that we serve in our training room without their consent. This is the job of the Staff Athletic Trainers, who know the law and how we are legally able to discuss such matters.

Do not get caught breaking this law. Please feel free to discuss with your supervising athletic trainers any situations that you may encounter or questions that you may have regarding HIPAA.

Remember, if you are unsure whether information falls under the HIPAA laws, do not comment on it.

## **Emergency Response Protocol**

**Activate the Emergency Medical System (EMS) through school police or by dialing '911' from any campus or mobile phone for all emergencies including:**

- **Possible Back or Neck Injuries**
  - **Possible Heat Stress**
  - **Open Fracture (breaking the skin) or Displaced Closed Fracture**
  - **If an Athlete Stops Breathing or has No Signs-of-Life**
  - **If an Athlete Loses Consciousness**
- 

### **Checklist for EMS Activation**

- ☐ Have a designated person to activate EMS
- ☐ Make sure there is a phone available and necessary keys if housed in an office
- ☐ Have the person calling give a good description of the situation
- ☐ Have the person calling give adequate directions to the emergency locale
- ☐ Have the person calling stay on the phone until EMS hangs up
- ☐ Make sure to have emergency contact numbers of immediate family members
- ☐ Have authorization for treatment consent form or emergency contact information on each athlete if under 18 years of age
- ☐ Post emergency instructions by designated phone

# Dickinson



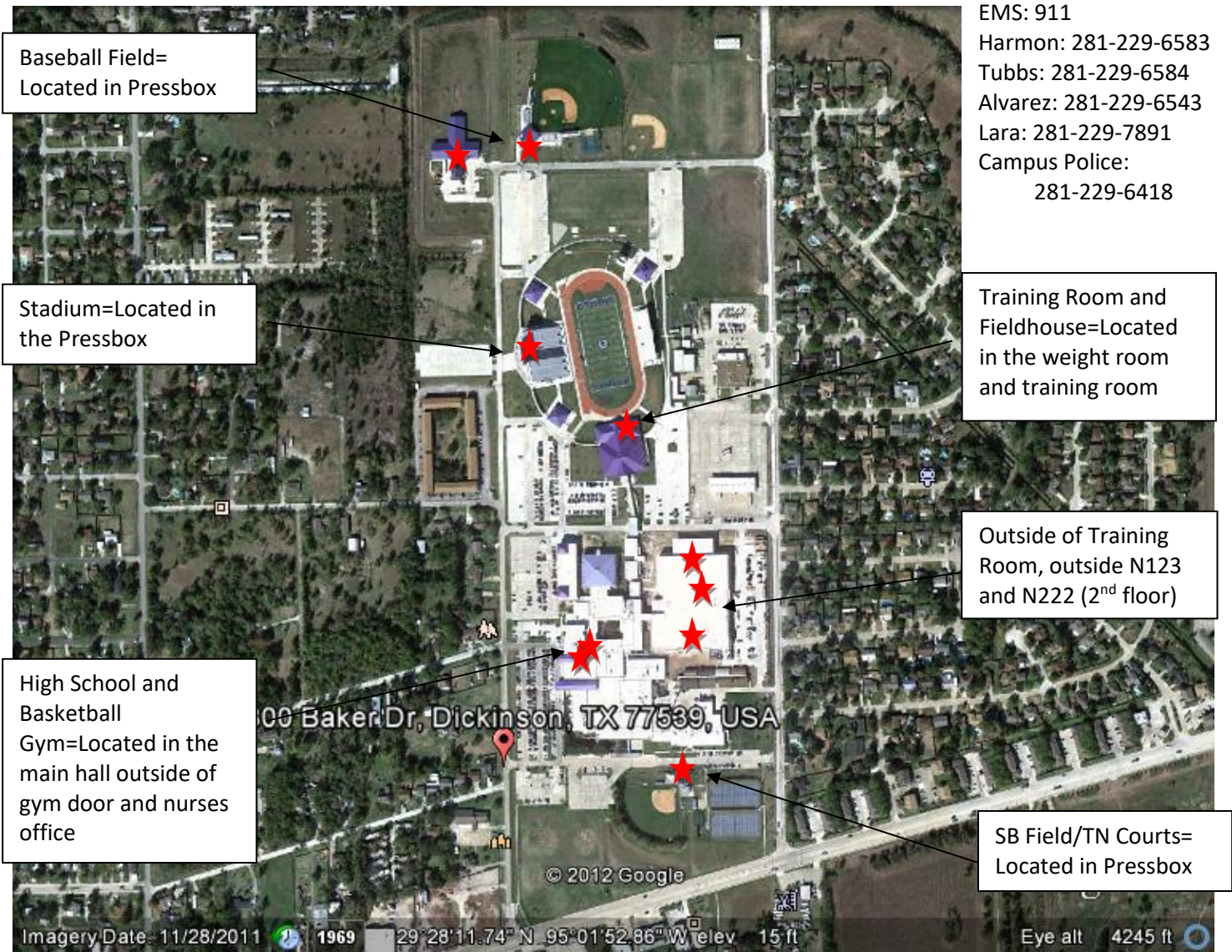
# Sports Medicine



## Location of A.E.D.'s on Dickinson High School Campus

### Emergency Numbers

EMS: 911  
Harmon: 281-229-6583  
Tubbs: 281-229-6584  
Alvarez: 281-229-6543  
Lara: 281-229-7891  
Campus Police:  
281-229-6418





## Athletic Training Room Policies

We must distinguish between pain and injury. A young athlete who is injured and cannot practice will be under the direction of the Staff Athletic Trainers. In the event you are injured, the following items will apply to you:

1. Contact the athletic trainer immediately at any sign of injury or illness, so that it can be treated or referred to the appropriate authorities.
2. If you have any injury or illness which you feel might interfere with your being able to practice, you must see one of the athletic trainers between 6:45am-7:25am (during football season), 7:00am-7:25am (all other seasons). If you do not see the athletic trainer, you are considered healthy and are expected to practice.
3. Treatments and rehabilitation are given in the morning between 6:45am-7:15am (during football season), 6:45am-7:25am (all other seasons). You are expected to get your first treatment during this time period. Your second treatment should start no later than 30 minutes prior to practice. **YOU MUST REPORT FOR EACH SCHEDULED TREATMENT. COACHES ARE INFORMED OF MISSED TREATMENTS!**
4. Treatments are given only upon the Staff Athletic Trainer's and Physician's approval. The Medical Staff decides what medical care you will receive for each injury.
5. Treatments are to be continued until the staff feels they are no longer warranted. **DO NOT** stop getting treatments just because it "feels better" or you are allowed to return to practice or games.
6. **Never apply heat to a new injury!** The athletic trainer will decide when to apply heat. If you want to do something, apply ice and mild pressure with an elastic bandage.
7. Any treatments that are given after practice are taken **care of after a shower.**
8. All blisters should be treated immediately. As soon as you feel one coming on, contact the athletic trainer.
9. If you are bleeding during a game, have the wound bandaged and the blood cleaned off at the first opportunity, but do not leave the game unless directed by a coach, athletic trainer or official, unless the injury is **severe.**
10. On hot, sweaty days, be sure to drink plenty of fluids (water or a sports drink). Fluids should not contain large quantities of sugars. **Anyone who becomes sick, nauseated, dizzy or very hot should notify a coach or athletic trainer immediately.**
11. **FOOTBALL:** Wear all pads, especially hip pads and mouthpiece!
12. **OTHER SPORTS:** Wear all required protective equipment at all times.
13. The training room is the medical center of the Athletic Department, and will be operated as such. Everyone must do his/her part to keep it clean and orderly. No rough housing or horse play will be tolerated. **COOPERATION IS A MUST!**
14. The training room is not a club house. It is the private office and work area of the staff athletic trainers. **YOU WILL BE THERE ONLY WHEN YOU HAVE OFFICIAL BUSINESS WITH THE ATHLETIC TRAINER.**
15. Shoes are not allowed in the training room.
16. When coming out of the whirlpool, dry off as much as possible to avoid dripping water on the floor thus creating a hazardous situation.
17. **NO SUPPLIES** will be removed from the training room without the athletic trainer's knowledge.
18. Positively keep your hands off of all treatment machines at all times. If misused, they may be dangerous. The ice machine, refrigerator and cabinets are off limits to all athletes.

19. Obtain permission from the athletic trainers before entering his/her office. The items in this office are the athletic trainer's personal business.
20. **NO ONE IS EVER LATE TO PRACTICE BECAUSE THEY WERE DETAINED IN THE TRAINING ROOM.** You did not get to the training room early enough. Allow yourself plenty of time for your business in the training room and travel to practice.
21. Keep yourself in top physical condition year around, during both "in" and "off" season.
22. All student trainers are following the athletic trainer's instructions. If you are having a problem with or have a complaint about a student trainer, please feel free to discuss it with one of the Staff Athletic Trainers.
23. If you see a doctor following an injury or illness, you are **not cleared to participate** until a release by a doctor is on file in the training room.

# Training Room Procedures

The Athletic training room is a medical facility and is to be treated as such. Therefore, the following policies and procedures must be strictly enforced to ensure proper treatment of the athletes at Dickinson High School.

1. Athletes are not to wear shoes in the training room except in the case of an emergency or as dictated by the rehabilitation program.
2. Shorts and t-shirts must be worn at all times by all athletes. This is necessary to properly and effectively examine and treat injuries. Both should always be worn by athletes when being taped for practices and games. Please do not allow an athlete to come into the training room without a shirt on.
3. All athletes should shower before entering the training room after practice in order to reduce contamination of equipment, infection and the spread of disease. This rule is to be strictly enforced except in the case of an emergency.
4. Athletes should leave all equipment outside. This helps to prevent clutter in the training room and reduces the risk of anyone tripping over the equipment blocking the door.
5. In order to avoid confusion, all athletes will wait by the door until called in by the athletic trainer or student trainer.
6. The training room is not a self-service center. Athletes will be treated by athletic trainers and student athletic trainers only.
7. No food or drinks at any time in the treatment area. Student trainers may eat or drink in the student classroom in the training room if:
  - a. There are no athletes in the training room.
  - b. We are in an off period
  - c. Preparations are completed for an upcoming activity.
8. Profanity and horseplay are not tolerated at any time by anyone. This includes the student trainers.
9. Athletes may come in if they need us. If they do not, they are not to enter the training room. The training room is not a country club, health spa, a restaurant, or a place to shoot the breeze. It is a medical facility, treat it as such. **They are not to be on the computers in the classroom without permission from the staff athletic trainers. Also, any “non student trainer” may not come in and get on the computers or eat lunch without permission from a staff athletic trainer.**
10. The hydrocollator is a delicate machine. Do not sit on it.
11. Keep the storage areas clean and neat at all times. If they are disorderly, clean them up.
12. Do not loiter around the field house or front of the training room.
13. If a doctor is present at any time, conduct yourself as a professional and stay out of the way. Be quiet, but available. Hold all comments and questions until an appropriate time.
14. In case of absence from school, practices or games, **YOU MUST** call the Head Athletic Trainer. Arrangements must be made by you to cover your absence. There are no excuses!!
15. Student trainers will be evaluated twice a year. Other evaluations may be carried out if deemed necessary by the Head Athletic Trainer. Evaluations are a constructive tool used to give the student trainer feedback on their skills and abilities.
16. The student trainer is expected to assist the staff athletic trainers in the following functions:
  - a. Taping and bandaging
  - b. Rehabilitation of injured athletes
  - c. Record keeping

- d. Sanitation of equipment and facilities
  - e. Preparation of kits and supplies
  - f. Supervision of games and practiced
  - g. Administration of First Aid/CPR/AED as needed
  - h. Other duties as assigned
17. The training room is a CO-ED facility. It will be treated as such. If anyone makes a comment that is considered inappropriate by a staff athletic trainer, they will be promptly removed from the training room.
18. No one is to touch the mounted TV's without the permission of a staff athletic trainer. The station will not be changed without permission from a staff athletic trainer. Same goes for the radio on the Jacuzzi. Athletes are not to touch either one.

## **STUDENT ATHLETIC TRAINER CONTRACT**

I have read and understand the contents of the Student Athletic Trainer Handbook and I agree to abide by all rules and policies therein stated. I understand that discipline, punctuality, dedication, and commitment are the cornerstones for success and I will strive to develop these positive characteristics to the best of my abilities.

I understand that I am representing the Dickinson Independent School District, the Dickinson Sports Medicine Program, my staff Athletic Trainers and myself. I pledge that my behavior and actions while working as a student athletic trainer and while functioning in my personal life will be conducted with the following characteristics: good citizenship, strong moral and ethical behavior, professionalism and healthy lifestyle traits.

I understand that alcohol, tobacco, or illegal drug use are all causes for immediate dismissal from the student athletic training staff. This is a zero tolerance policy and is in effect both at school and outside of school. Any student athletic trainer found to be in violation of this policy will be dismissed from the program.

I understand that academic performance is very important. Any student athletic trainer who consistently shows lack of dependability passing classes during their school year will be dismissed from the program.

I also understand that the Staff Athletic Trainers may dismiss me from the Sports Medicine Program for failure to perform to the levels as set forth in this handbook and contract.

This program lasts for the entire school year and will require the student athletic trainer to travel with various sports teams. When traveling with a team, the student athletic trainer may return at a later than normal hour (return times of 10:00pm or 11:00pm are not uncommon). It is the parent's responsibility to pick the student athletic trainer up in a timely manner upon their return to the school from the game or practice. There are no late buses provided by the school district.

I also give my permission for my child to have their picture taken for purposes of athletic programs and DISD website publications.

I also give permission for my son/daughter to ride in the personal vehicle of a staff Athletic Trainer while in transit to and from Dickinson ISD athletic events for extenuating circumstances.

Date: \_\_\_\_\_

Printed Student's Name: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_