

2021-22 Student Trainer Handbook



Table of Contents

1. Introduction
2. Policies and Procedures
3. Academic and Failing Policy
4. Grading Policy
5. Attendance Policy
6. Dress Code
7. Scheduling
8. Kit Supplies/ Personal Kits
9. Practice Duties
10. Game or Event Duties
11. Cleaning Duties
12. Acknowledgement of Student Athletic Trainer Manual

The Conroe Independent School District does not discriminate on the basis of race, religion, color, national origin, gender, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

Introduction

Welcome to the Conroe Sports Medicine Program. You have been selected to work with a small and elite staff of individuals. **Being in this program is a privilege not a right.** This program is designed to give the athletes of Conroe High School the best medical attention possible. Your role as a student athletic trainer is vital to providing this care. During your student athletic trainer tenure you will learn and assist in the prevention, treatment, and rehabilitation of all athletic injuries. These injuries range from small cuts to post-operative rehab. You are a very important piece of the Conroe Athletic Program.

It is essential to remember why you are at Conroe High School. You are here to get an education first. Athletic training will never take precedence over your class work. You will learn time management, responsibility, loyalty, and commitment to many different people.

This organization is only as strong as its weakest member. You must be committed to helping the Licensed Athletic Trainers, coaches, athletes and fellow student athletic trainers.

This manual is to familiarize the student athletic trainer with the happenings in the Athletic Training Room of Conroe High School as well as the expectations of him/her in the athletic training room.

The student athletic trainer must read and understand the contents of the manual. You are expected to work within the policies of the program and the Conroe Student Handbook. Our success as a program depends on punctuality, discipline, and responsibility.

Policies and 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 adhered to in order to facilitate an organized and properly run athletic training room.

Rules That Apply to Student Athletic Trainers:

1. YOU MUST TAKE CARE OF YOURSELF FIRST!!
2. You cannot come out of class to the athletic training room for any reason.
3. You are NOT required to wear a mask, all masks are optional. Please do what makes you comfortable.
4. Your hands must be kept clean and away from your face at all times. Hand sanitizer will be available at all times.
5. All injuries are to be reported to the Licensed Athletic Trainers.
6. There will be **NO** use of cell phones/electronic devices in the athletic training room or on the practice field unless permission is given. We are a team and need help from everyone!!!!
7. Always express a friendly and helpful attitude both in the athletic training room and on the field.
8. Conduct yourself as a professional at all times. Wait to ask questions or make comments until an appropriate time.
9. In the case of an absence from school, practice, or games you must call or text the Head Athletic Trainers. Arrangements have to be made for your absence. There are no excuses! (Mr. Phillips 936-689-5116, Mrs. Waguespack 936-900-9755, Ms. Merrick 936-235-6386, there is voicemail)
10. The Athletic Period is not lunch, snack period or study hall, it is a class period and everyone needs to be working.
11. All personal belongings must be placed in your backpack and on the shelf under the assignment board. If you have something that needs to be locked up, or just prefer to lock up your backpack please bring it onto our office. We are not responsible for any stolen or damaged property.
12. No dressing or undressing in the athletic training room. Use the restroom! If on the 9th campus you must change in the Athletics Locker Room.
13. Do not remove anything from the athletic training room without permission from the Licensed Athletic Trainers.
14. Do not treat an athlete if you think they don't need it, or if they have already been told NO.
15. You must bring your athletic training clothes and tennis shoes daily, even if you don't have practice after school.
16. If you are given keys from a coach or Licensed Athletic Trainer, the keys are to be returned to that person immediately after using them.
17. The office is off limits unless you are given permission to enter.
18. Respect must be shown at all times to all members of the athletic training staff, coaching staff, athletes and parents.
19. NO boyfriend/girlfriend in the athletic training room. No PDA anywhere!!!!!!
20. Student athletic trainers will be evaluated throughout the semester.
21. Student athletic trainers, who are assigned duties at an event or with a team, will stay in that designated area or with that designated team. He/She will not leave the area except to care for an injured athlete, unless otherwise directed to do so and/or relieved by another athletic trainer.
22. ***What happens in the athletic training room stays in the athletic training room.*** It is against the law for you to disclose any information regarding an athlete's injury or playing status.

Rules That Apply to All Athletes:

1. All communications with athletes regarding paperwork will be done through email or by phone. There will not be lining up in the training to get help. To turn in paperwork please slide the

paperwork in the drop box outside of the athletic training room door. If you need to pick up paperwork, please email us.

2. Do not come to the athletic training room out of the class for any reason.
3. Facemasks are optional when entering and while in the athletic training facilities.
4. All athletes must check- in with their coach before coming to the athletic training room.
5. Each athlete that enters the training room will be assigned a table number. You must remain at your table for the length of your treatment unless told otherwise.
6. There will be no sharing of equipment in the training room unless the equipment is cleaned first.
7. Athletes must be signed in for daily treatments.
8. Due to the possibility of masking signs and symptoms of Covid-19 we will not be distributing any medication.
9. Morning treatments will start at 6:30am, if you do not come to morning treatments you will work out with your team during the athletic period.
10. There should be no shoes of any kind on the treatment or taping tables.
11. School issued athletic shorts and shirts must be worn at all times by the athletes during the athletic period. Shorts are required to properly examine and treat injuries to the lower extremities.
12. The office on the main campus is off limits. Always knock on the office door and wait to be answered!
13. The athletic training room is not a self-service center. Athletes will be treated by athletic trainers only. Do not tell the athletic trainers the treatment that is needed, if you do this you will be asked to leave.
14. Profanity and horseplay will not be tolerated at any time.
15. No loitering in the athletic training room! The athletic training room will be closed during non-athletic periods.
16. There should be **NO** cell phones or electronic devices while in the athletic training room.
17. No food or drinks in the athletic training room at any time.
18. If you have seen a doctor, and have not brought a doctor's note, we will not be able to treat you until the note is received.
19. Water and hand sanitizer will be provided for all games. There will be water for practice if requested by your coach.
20. Water bottles will be provided for practice and games.
21. If an athlete feels sick while away from school, please notify the Licensed Athletic Trainer as soon as possible. Call 936-709-5829 and leave a message if the call is not answered.
22. If you begin to feel sick while in school follow the correct step below:

I am in class or lunch- notify your teacher and go to the clinic.

I am in athletics- notify your coach (coach must notify athletic trainer immediately before student arrives at athletic training room) as soon as possible and report to the athletic training room.

COVID-19 RULES

1. **YOU MUST TAKE CARE OF YOURSELF FIRST!!**
2. Masks and Gloves are optional when in the training room. You need to do what makes you comfortable.
3. Due to the possibility of masking signs and symptoms of Covid-19 we will not be distributing any medication.
4. After each treatment we will sanitize all treatment tables and equipment with Cavicide or Quat 256.
5. After each athlete, you will wash your hands (20sec) and/or use hand sanitizer.
6. There will be no other school work or school supplies out in the athletic training room.
7. All personal belongings (including phones) must be placed in the required area.
8. Duties will be assigned each day.
9. If you feel sick at any time you **MUST** notify a Licensed Athletic Trainer immediately.
10. There will be no eating lunch in the athletic training room.

Academic and Failure Policy

The main reason you are at Conroe High School is for an Education. It is very important that you focus on your grades. For that reason, a Licensed Athletic Trainer will monitor your grades very closely. We will review all progress reports and work with you to maintain the highest grades possible.

Any student that is involved in a UIL extracurricular activity that fails any class during a UIL Grade Check period will result in a loss of eligibility. Failure to meet the academic standards of at least a 70 in every class will result in being placed on probation.

Probation will consist of:

- The student will not be able to attend, as a student athletic trainer, any school activities.
- Finding a replacement for all games you are scheduled for while on probation. If you fail to find a replacement you will receive a “check” for that game.
- Must attend tutorials and return to the athletic training room or practice when tutorials are over.
- You must bring a note to the Licensed Athletic Trainer stating that you did attend tutorials.

Athletic Training is a course on your class schedule. You will be required to do assignments and projects. If you are absent or at an event, it is your responsibility to get the missed assignment.

The following items are minimum standards to remain in the Athletic Training Program:

- It is possible to fail Athletic Training - class assignments, projects, excessive tardies, dress code and promptness will affect your grade. If you fail athletic training you are removed from the program. Please understand this may mean that you will be placed in PE.
- If you fail 3, 3-week grade checks in a year, or if you are continually ineligible for 6 continuous weeks you will be removed from the program. Your grades are very important!!
- Student athletic trainers shall maintain good conduct at all times.
- If placed in Alternative School or suspended from school, the student will be removed from the program immediately.
- If placed in ASD, ISS or Saturday school, or have too many tardies the penalty will be at the discretion of the Licensed Athletic Trainers. Removal from the program is an option.

If you are removed from the program for any of the academic reasons then re-entry will only be allowed at the end of a semester or the following year if approved by the Licensed Athletic Trainers.

Grading Policy

Numeric grades will be given for all assignments. You will also be graded on a check system for practice/game attendance, dress code, game and practice trades, etc. If you accumulate a total of 3 checks for a semester, you will be subjected to removal from the athletic training program. The following items will result in a check:

	<u>Rule/Infraction</u>	<u>Check Amount</u>
A.	Dress Code Violation	1 check
B.	Late to Game or Practice without approval	1 check
C.	Late submission of game change form	1 check
D.	Using cell phone during practice or game without	1 check

permission

- | | | |
|----|---|----------|
| E. | Missing class, practice, or game without notifying Athletic Trainer | 1 check |
| F. | Failure to do duty assigned | 1 check |
| G. | If any items require us to send you home | 2 checks |

For numeric grades on assignments, if the assignment is late we will deduct 5 points per day.

This list is not all inclusive and we reserve the right to amend it when necessary*

****Repeated failures to abide by rules set in this Handbook will result in the removal from the program.****

Attendance

1. Student athletic trainers are expected to be at their assigned duty **ON TIME** on a daily basis (this includes field/game set-up). Student athletic trainers must be in the athletic training room and ready to go at the time you have been told by the Licensed Athletic Trainer. This includes being dressed, having eaten and the field is set up. Remember being early is on time, being on time is late!!!!
2. A **48** hour notice is required when conflicts arise (job schedules, travel, etc.). It is **YOUR** responsibility to find someone to cover your game/practice and get it approved by the Licensed Athletic Trainers. If you fail to do so you will receive a check. There will be a practice and game change form on the webpage and on the training room wall that you must complete 48 hours prior to event.
3. If you are sick and do not attend school at all, you **must** call or text the Licensed Athletic Trainers immediately. If you go to a doctor and are given restrictions, you must bring a note from the doctor.
4. If you are sick, AND are leaving school early, you **must** call or text the Licensed Athletic Trainer before leaving campus.

Penalties and Punishments for failing to abide by the Attendance Policies results in checks and could lead to removal from the program.

Dress Code

The student athletic trainers will dress appropriately for each setting they are working in. The student athletic trainer will look professional since they are representing not only the Sports Medicine Program, but also Conroe High School and Conroe ISD.

At the beginning of each year, student athletic trainers will be issued a set of clothes. Students will be responsible for keeping up with their clothing and having the items necessary with them for practice and game days. Students will return the required clothing at the end of the year. Students are held financially liable for any damaged or missing clothing. We completely understand normal wear and tear.

Clothing that is provided by the Sports Medicine program may only be worn by members of the program. If a student that is not part of the program is wearing the program's clothing the student athletic trainer that the clothes belong to will have major points removed from their grade. If a student athletic trainer is not dressed appropriately, they **WILL** be asked to correct the situation or be sent home.

Practice:

T-shirts: T-shirts issued by Licensed Athletic Trainers

Shorts: Primarily black athletic style shorts at least mid-thigh. No "cheer type" shorts.

Shoes: tennis shoes and socks only. No open toe shoes!!!!

Games: (**Everyone working will dress alike**)

Staff issued polo's (tucked in for Males)

Khaki shorts: Dockers style (girls at least mid-thigh length) Not Skin Tight!!

Khaki Pants: Plain, cotton, Not Skin Tight

Tennis shoes for all outdoor games, Sperry type shoes can be worn for inside games.

Blue Jeans (Baseball, Soccer, and Softball games when approved): must be plain, one solid color front and back. No cuts, holes, tears, writing, jewels, or multi-faded

It is the student's responsibility to talk with their co-worker(s) for each game to make sure you are dressed appropriately and in the same Sports Medicine clothing.

Scheduling

The calendar will be created and printed each month. All games will be listed on the calendar with the student's names that are working that event. The times listed on the calendar are the actual game times. We will list the arrival and departure times on the board in the training room. Remember the game times and return home times can change due to weather or long games.

As a new season's schedule is received we will put the schedule onto the calendar. We will then notify the group of student trainers that will be working that season. They will get together and put together a schedule of coverage for that sport. Keeping in mind that it must be fair for everyone involved. The Licensed Athletic Trainer must approve the schedule before it is added to the calendar.

It is **YOUR** responsibility to read the calendar and know what days you are scheduled to work. This is vital to the success of our athletic training staff. Not having a copy of the schedule is not an excuse.

If you must miss one of your scheduled assignments, it is **YOUR** responsibility to find a student to take your place. Do **NOT** ask if you can leave until you have found someone to work for you. We must be made aware of these changes at **least 48 hours** in advance and the Licensed Athletic Trainers must approve it. The trade must be submitted in writing to the Licensed Athletic Trainers on the schedule change form. It is inappropriate and unacceptable to attempt to switch days ON your game day. We do understand that emergencies do occur!

You will be granted 2 trades per season (Fall, Winter, Spring) equaling 6 trades for the school year. Limitations on trades are: You must trade...

- a) Practices for Practices
- b) Game for Game
- c) Tournament for tournament
- d) Weekends for Weekends

As a member of the Sports Medicine staff it is vital to be willing to cover a game for a team member. There are emergencies that do occur and you may need help at another time. Great teams cover for each other!!!!

Not showing up for a scheduled game/duty will result in checks and more importantly will lead to removal from the program.

Kit Supplies

Each kit taken to an athletic event should be checked and properly stocked PRIOR to leaving for the game. Each field kit will contain the following items:

Section 1 – Front Compartment

- Very Front Zipper:
 1. Shark
- Main Zipper:
 1. 1 Trash Bag
 2. 6 Ice bags
 3. 4 Gatorlytes
 4. Extra Masks

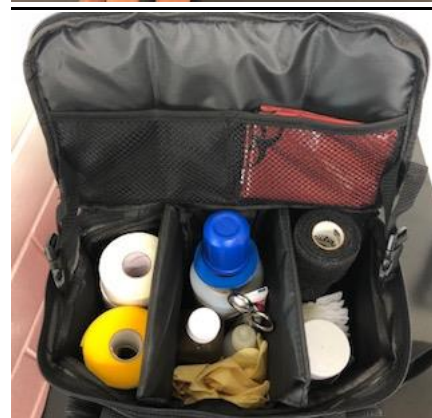
2. 5 Knuckle Bandages
3. 5 Strip Bandages

Section 2 – Main Compartment

- Top Right:
 1. Biohazard Bag
- Top Left:
 1. Gloves
- Left:
 1. 4 rolls 1.5" J&J tape
 2. 2 rolls Pre-Wrap
- Middle:
 1. Flexi-Wrap
 2. Scissors
 3. Triple Antibiotic Ointment
 4. Hydrogen Peroxide
 5. Eye Wash/Contact Solution
 6. Hand Sanitizer
- Right:
 1. 4 rolls Powerflex
 2. 10 Heel & Lace Pads
 3. Tuf-Skin/QDA

Section 3 – Back Compartment

- Front Left:
 1. 6 nose plugs
 2. 2 Vials Monsel's Stiptik
 3. Gauze
- Back Left:
 1. 5 Large Non-Adherent Pads
 2. 5 Small Non-Adherent Pads
 3. Tongue Depressors
- Back Right:
 1. 5 Four Wing Bandages





Fanny Pack List

Due to the easy accessibility and convenience of fanny packs, they are used as traveling kits to provide basic first aid supplies. Each student trainer will be issued a fanny pack at the beginning of the year. These kits are not to be used to store food or music players. These items cause the fanny pack to tear. You will be responsible for the damage, if these items are the cause. The following items need to be available in each fanny pack:

- 1 Roll 1 ½" Tape
- 1 Roll 2" Powerflex
- Gauze
- Nose Plugs (2- 3)
- Scissors
- Band Aids
- Gloves
- Hand Sanitizer

Taping Table Stocking Supplies

1. 4 rolls Pre-Wrap
2. 12 rolls J&J 1.5" Tape
3. 6 rolls Powerflex
4. 20 Heel & Lace pads
5. 1 can QDA/Tuf-Skin
6. 1 pair scissors
7. Assorted Bandages
 - (5) strips
 - (5) knuckles
 - (5) 4-wing
 - (5) small Non-Adherent Pads
 - (5) large Non-Adherent Pads
 - (3) blister/corn pads
8. 1 small roll of Moleskin
9. Hand Sanitizer



Practice Duties

- Radios should be used every practice. This will allow communication between all Athletic Trainers at practice. Remember radios are not toys!!!!
- All personal belongings must be **LOCKED** in the Athletic Training Room.
- Always be looking to help athletes and coaches.
- Do **NOT** turn your back to the action. If you do so you could miss an injury or even be injured yourself.
- Do **NOT** stand and talk to the athletes during practice, they are there to learn and not talk to us. It is OK to talk to other student athletic trainers. When doing so, please talk quietly, and NO loud laughing to interrupt practices.
- Do **NOT** sit down at practice. Doing so shows poor work ethic and laziness.
- Always respond to an injured athlete.
- **Cell phones at practice** If your parent is trying to reach you, please notify the LAT and ask to use the phone.
- **No music players at practice or games.** You may use them with headphones while traveling on the bus to games, but you must put them away once you arrive.

Game or Event Duties

Pre-Game Meals:

It is very important that you have a pre-game meal when working late nights.

- If you are working varsity football games you will have a pregame meal provided. You do not have to eat this meal.
- A family member can deliver a meal to you after school.
- You can bring food from home.

Travel:

- It is your responsibility to double-check your departure time. Then, be on the bus 10 minutes early.
- You always sit in the front of the bus behind the driver when traveling with a team.
- You must follow the same rules as the team.
- There should be no loud talking or laughing to disrupt the team.
- All training duties should be performed at the front of the bus (taping, band-aids, etc.).
- A student athletic trainer should not sit with a player unless told to do so by the Licensed Athletic Trainer or a coach.
- There should be **NO** cell phone (listening to music is OK with earphones) use on the bus unless approved by a coach to arrange a ride.

Pre-Game Duties:

- Be dressed and ready for pre-game warm-ups.
- If you are visiting another school, make sure you find their Athletic Trainer and introduce yourself.
- There will be **NO** cell phone use. You also may not work on homework or read a book!

Game Duties:

- While working games students will be assigned duties. The duty assigned will remain the same for the entire game.
- Be prepared for anything. You need to be focused on the action. If you see something or someone acting different, say something immediately to the coach or Licensed Athletic Trainer.
- Make sure all coolers and bottles remain filled at all times. Make sure to give appropriate water bottles to athletes.
- Make sure all wounds that are bleeding are covered and blood cleaned off of the uniform. Be sure to change gloves after contact with each athlete.
- There will be **NO** cell phone use. You also may not read a book or work on your homework!
- Always be willing to help wherever needed!

Post-Game Duties:

- Remove all equipment from the field or gym.
- Load equipment bus if necessary.
- Assist players in removing tape and wraps if needed.
- Apply ice bags to those that need them.
- Clean and put away all equipment when returning to the school.
- Do not leave until dismissed by the Licensed Athletic Trainer or coach.
- You must have a ride home after your game is complete. Please make sure you are in contact with your ride as soon as possible after your game ends. This will allow your ride to get to the school.
- Wait in the Athletic Training Room or with the team for your ride. Do not have your ride pick you up in the middle of the parking lot or in any area where you will have to wait by yourself. This helps us know you are safe and have picked up.

Cleaning Duties

The athletic training room is to be treated like a hospital. It is critical that it stays clean at all times. Because of this there are daily duties that need to be completed. The duties that must be completed are:

- Tables, pillows and all equipment used to treat an athlete must be cleaned and sanitized between each treatment.
- Tables will be sprayed with Quat-256 after each use and allowed to dry on the surface.
- All coolers and caddies must be cleaned with the alcohol solution, dried out and put away.
- All water bottles should be loaded into the dishwasher, and the dishwasher should be started.
- All water bottle caddies must be cleaned and sprayed with Quat-256 and allowed to dry.
- Counter tops and treatment tables must be wiped down with Cavicide or Quat 256.
- Stock all necessary training supplies (band aids, tape kits etc.).

- Wipe down all rehab equipment.
- Wipe Down and Check Water Level of Hydrocollator.
- All dirty towels in the Washer and washer started.
- All clean towels folded and put away.
- Wipe down ice machines and e-stim units.

Acknowledgement of Student Athletic Trainer Handbook

I, _____, have read and will abide by the rules in the Conroe High School Student Athletic Trainer handbook. I also acknowledge that this manual is not all-inclusive and can be supplemented by my Licensed Athletic Trainers. Failure to abide by the rules will result in points deducted from grade or removal from the program.

Student Athletic Trainer Signature

Date

Parent/Guardian Signature

Date

Licensed Athletic Trainer Signature

Date