

Katy High School Sports Medicine

Title: Athletic Trainer

Qualifications:

1. Valid State Athletic Trainer's License
2. Certification through the National Athletic Trainers' Association
3. Minimum of Bachelor Degree

Reports To: Athletic Director and School Principal

Supervises: Student Athletic Trainers and Managers

Job Goal: To provide care and prevention of athletic injuries including therapeutic rehabilitation to allow for the least loss of competitive time, while keeping the mental and physical welfare of the athlete as the top priority.

Duties and Responsibilities:

1. Responsible for giving basic instruction to athletic staff members in the prevention and care of injuries that may occur.
2. Responsible for the training and supervision of student athletic trainers, including scheduling for games and practices.
3. Responsible for the referring of an injured athlete to physicians for diagnosis, treatment, and rehabilitative protocols.
4. Implement and follow through the instructed protocols from the athletes physician.
5. Develop and supervise rehabilitative programs appropriate for the injured athlete, under a physician's directions.
6. Advises and assists the coaching staff in injury prevention and conditioning programs.
7. Determine if an athlete is capable of continued participation in a game or practice if the athlete has been injured.
8. Responsible for the supervision of all treatment and rehabilitation for all athletic injuries.
9. Responsible for the organizational , inventory and requisitions of all training room supplies. Budget and bid sheets are also included.

10. Must cover contests and practices as scheduled. Home contest are the priority, with the trainer deciding which contest have priority.
11. Shall remain in the training room until at least 4:00 pm each school day during the winter and spring sports for treatments.
12. Shall make arrangements for preparticipation physicals available to high school and junior high school students.
13. Responsible for the care and cleanliness of the training room.
14. Responsible for reporting injuries to the proper coaches and keeping records pertaining to the injuries and the treatment of the injures athlete.
15. Responsible for filling out the proper insurance forms and making sure that the forms are filed.
16. Responsible for other duties as prescribed by the Athletic Director.

Katy Training Room Policy Handbook

I. Duties and Rankings for Student Trainers

Sophomores

1. Responsible for maintaining academic work and good work attendance.
2. Responsible for working events assigned by the Head Athletic Trainer.
3. Responsible for all Junior Varsity games.
4. Responsible to be on call for additional duties.
5. Responsible for having fluid and ice on the field during practice and games.
6. Responsible to senior student trainers.
7. Responsible for cleanliness and care of the Training Room.
8. Responsible for stocking and care of supplies in Training Room.

Juniors

1. Responsible for maintaining academic work and good work attendance.
2. Responsible for working events assigned by the Head Athletic Trainer.
3. Responsible for supervising Sophomore trainers in Junior Varsity Games.
4. Responsible for cleanliness of the training room.
5. Responsible to the senior student trainers.

Seniors

1. Responsible for maintaining academic work and good work attendance.
2. Responsible directly to the Head Athletic Trainer.
3. Responsible for packing Training Room equipment and supplies for Varsity football games, home and away.
4. Responsible for assistance with sophomore in-service during the winter and spring.

The most important thing expected from the student athletic trainer is they are loyal and dependable. I will not tolerate anyone who misses practice or game assignments!! Work in the training room must and will not become more important than academic work. If you need more time to study, or for another valid reason cannot make work assignments, contact me in one days advance.

II. Training Room Procedure

1. The Training Room will be kept clinically clean at all times.
2. All therapeutic equipment and modalities must be handled with care.
3. All therapeutic rehabilitation will be administered according to prescription.
4. No change in therapeutic treatments shall be administered by a student trainer without permission from the Head Athletic Trainer.
5. While in the Training Room, it is the responsibility of the student trainers to make sure that all athletes behavior is maintained as in a clinic. There is to be no horseplay or filthy language.

Those not adhering to your instructions should be reported to the Head Athletic Trainer.

6. It is the responsibility of ALL student athletic trainers, while they are in the Training Room, to make sure that all athletes have been taken care of (taped, treatments, ect.) no matter what sport that athlete is participating in.

7. It is the responsibility of student trainers, when handing out equipment (crutches, elastic wraps, braces, ect.) to mark down the name of the person receiving it. Also, he/she should make sure that the equipment is returned.

8. It is the responsibility of student trainers to make sure that ALL treatments are recorded on the Daily Treatment Log.

9. Any grievances should be directed to the Head Athletic Trainer.

III. Dress Code

1. You are expected to wear appropriate shirts and shorts or pants at all practices, during work hours in the training room, and during all athletic events. All school dress codes apply while working in the training room or during an athletic event. This is subject to change in the future with the possibility of budgetary changes to allow trainer shirts being purchased.

IV Appearance

You are expected to keep you hair length moderate and neatly groomed. All school policies will apply in regards to facial hair.

V. The Relationship of the Student Trainer and Others

1. The Student Trainer and the Head Athletic Trainer:

The Head Athletic Trainer is your immediate superior, and you are responsible to him at all times. Feel Free to discuss anything with him at all times.

2. Student Trainer and Physicians:

As a Student Trainer you will have a wonderful opportunity to get to know and work with physicians that help the Tigers. You can learn a great deal from the physicians by just watching and listening to

them discuss the various injuries. Feel free to ask questions, but try not to get in their way. Generally, the Head Athletic Trainer will make most arrangements with the physicians, however, you may be called upon to report to the physicians in an emergency situation. Be sure to give them detailed information and follow their instructions and orders immediately and efficiently.

3. Student Trainers and Coaches

This is an area which is most important and will keep you out of trouble, if you learn to get along with the coaches. NEVER discuss injury situations with coaches! Player information should come from the Head Athletic Trainer only!! If you have a problem with a coach, YOU DON'T TRY to handle it, contact the Head Athletic Trainer.

VI. Working Hours

1. You will be requested to report to the training room at a set time daily.
2. You should check the work schedule several times each week for any changes.
3. Football is not the only sport that requires health care!! We are responsible for ALL sports, as well as the band and drill team. You are expected to work as hard and enthusiastically in all sports as you would during football.
4. You will be expected to work as late as midnight, in some cases, and should learn to make good use of free time to maintain academic work.

VII. Phone Numbers - MEMORIZE THEM!!

Emergency Numbers

VIII. Procedure to Follow For Emergency Care of an Injured Athlete

Emergency: One in which an athlete will obviously need to be hospitalized and there is little or no time to consult with the physicians or Head Athletic Trainer before taking action.

Examples:

1. Stoppage of breathing
2. Severe Bleeding

3. Obvious serious fracture
4. Possible severe back or neck injury
5. Severe head injury

Fortunately, this type of injury seldom occurs, but we need to be prepared when it does. The student trainer in charge should:

1. Attend to the athlete immediately and evaluate any gross signs of injury.
2. Instruct someone (preferably another trainer or coach) immediately to make the following calls:

A. EMS 911

- a. give your name and location
- b. specific location of injured athlete
- c. nature of injury or injuries
- d. wait for them to hang up first!!!

B. Secondly, contact the Head Athletic Trainer and give him details.

3. Check with the Head Athletic Trainer about the necessity of calling the parents.

IX. Injury which will require medical attention but is not of the type requiring immediate emergency treatment.

Examples:

1. Lacerations requiring sutures.

2. Fractures.
3. Orthopedic injuries requiring early physician diagnosis.
4. Sickness.

Procedures:

1. Trainer in charge should perform any necessary first aid.
2. Contact the Head Athletic Trainer and give all the details. Be sure to note all symptoms and the time of occurrence. You will then be instructed by the Head Athletic Trainer as to what to do with the injured athlete.

FOLLOW THESE INSTRUCTIONS IN DETAIL!

X. Injuries In Which You are Not Sure, But is the Type Which is not Serious

Procedure:

1. Refer athlete to the Head Athletic Trainer and let him decide.
2. Never tell an athlete anything regarding an injury without consulting the Head Athletic Trainer.

XI. Confidentiality of Injury Status

ALL INFORMATION REGARDING PLAYER INJURY STATUS IS CONSIDERED CONFIDENTIAL, AND SHOULD NOT BE THE TOPIC OF CONVERSATION WITH FRIENDS.

XII. Academics

You are expected to maintain all academic work as set forth by Texas State Law. You must maintain a minimum passing average of 70% prior to participation in any extracurricular event sponsored by the school district.

Any student who fails a class will be suspended from game participation for three weeks for the first offense. The student must pass all classes at a three week progress period to become reinstated for game participation. If the student is not passing at the three week period, that student will continue to be suspended for game participation. Work duties will be altered for the suspended student to allow more time for academics.

Any student who fails a second time will be suspended for a six week period from both game status and practice. The student must then go before the Head Athletic Trainer for a hearing as to why the grades are deficient, and what the student's goals are. The decision to allow the student back into the program will be determined by the Head Athletic Trainer. Further suspension may be added for insufficient grades.

Any student failing for a third time will be permanently expelled from the program. There will be no exceptions.

XIII. Game Assignments

A. All Sports

1. All student trainers will work football games, home and away.
2. Students trainers will work other sports as assigned.
3. Check with the Head Athletic Trainer often for the schedule.

XIV. Work Habits

1. You should be to work promptly.
2. If you enrolled in an athletic period, you should WORK the entire period, just like any other class. Sitting and talking or horsing around will result in not accomplishing goals and will result in lower grades.
3. A good attitude is important!! A poor attitude shows in everything you do. A poor attitude is the quickest way to get into trouble with the Head Athletic Trainer.
4. Be positive with the athletes you work with during treatments and taping. Athletics mean a great deal to most players, and an injury can represent a major setback in their life. If a player seems to be down about his/her injury status, try to emphasize the positive side. Making statements like "You're looking much better than yesterday", or "Keep up the good work" will mean a lot to the athlete.
5. Be professional in your conduct around the Training Room!! there should be no horseplay or filthy language.
6. Refrain from making bad comments about coaches, players, teachers, administrators, ect.

XV. Office

1. The Head Athletic Trainer's Desk will be strictly off-limits to athletes and student trainers unless permission has been given to use the telephone, or for any business assigned by the Head Athletic Trainer.
2. Telephone calls should be short and limited to immediate business. It should not be used for personal calls or for lengthy calls.

XVI. Student Trainer Appointment

Upon satisfactory completion of application, letters of reference, interviews, and two-week probationary period, the student will be appointed to a student trainer assistantship for a period of one school year. Appointment renewal for each of the next two years is based upon performance and invitation only. Selection as a freshmen trainer does not insure appointment for the entire four academic years.

Near the completion of the academic year, letters of invitation will be sent to those students who the Head Athletic Trainer wish to have return. A written response of acceptance is required within ten days of receipt of the invitation. This is to assist the Head Athletic Trainer in determining the needs for he student staff for the following year.

XVII. Student Trainer Dismissal

Grounds for early dismissal from the sports medicine program include:

1. Negligence of training room responsibility.
2. Negligence of practice and game responsibilities.
3. Failure to comply with the policies set forth in the Student Trainer Handbook.
4. Failure to comply with school policies and regulations.
5. Continued failure to meet Texas State Academic Standards.
6. Attempting to perform any type of medical or therapeutic procedure that is outside of the student's capability and or is illegal. (Such as performing ultrasound, EMS, ect.)
7. Any circumstance as seen fit for dismissal by the Head Athletic Trainer.

As seen necessary by the Head Athletic Trainer, a student who is in violation of any of the above standards will be consulted privately and given an ultimatum to change the infraction or be dismissed. In

addition, a letter will be sent to the parents explaining the circumstance. if the infraction is not rectified, the student will be dismissed.

A student will be notified of dismissal in private by the Head Athletic Trainer. It will be explained why the dismissal is necessary. In addition, a letter to the parents will be mailed explaining the reasons for dismissal. Care will be used to make sure the student may enter another class that will not interfere with graduation.

XVIII. Lettering

A student trainer can become eligible to letter if they meet the following requirements.

- 1) Pass 4 out of 6 six weeks
- 2) Work two sports
- 3) Earn 500 points each semester for three semesters. A total of 1500 points.\

All letterman are subject to review by the Head Athletic Trainer before lettering. A certain level of character and professionalism is expected with this privilege and lettering may be taken away. The Head Athletic Trainer is also, allowed to waive these requirements for outstanding individual as he or she sees fit.