

WHS Student Athletic Trainer Handbook



Katie Loveday
469-752-8391
Katie.Loveday@pisd.edu

Williams HS Student Athletic Training Program

Time Commitment

Athletic training is a big time commitment. Practices and games can occur before and after school (as well as during the athletic period), during weekends, and holidays/school breaks. Students will be required to attend all scheduled practices and games for the full time, unless given prior notification and approval at least 24 hours ahead of time. A schedule can be made to incorporate a student's work/school schedule, to ensure that the student is provided with the most experience to gain the knowledge and skills needed to be successful in the program.

Communication

All of the communication will come from PISD email, google classroom, or through the app, Remind 101. All students are required to have the app downloaded onto their phone or sign up for text messages to be received. Please leave it downloaded on the phone!

To join the Remind class, join with class code @williamsat or text the number 81010 and put @williamsat in the message box.

Behavior

Student will **RESPECT** the athletic trainer, all coaching staff, players and other students. They will act professionally and demonstrate hard work, honor, trust, and dependability. School behavior policies will apply. Violations can result in dismissal from the program.

1. Stealing and bullying (directed toward ANY student) will result in dismissal from the athletic training program.
2. No profanity or obscene behavior!
3. In-school suspension or misbehaving in class will cause you to miss a number of games determined by the athletic trainer.
4. Use of Alcohol and Drugs will not be tolerated. The PISD student handbook will be followed. Immediate dismissal from the athletic training program will result in violations of the drug and alcohol policy.

Cell Phone Policy

Cell Phone Usage is:

1. NOT allowed during practice or games. You are there to assist the staff Athletic Trainer. You must pay attention and carry out your assigned duty. It can be a safety hazard.
2. NOT allowed to watch movies or listen to music on any device during treatments, practices, or games.
3. ALLOWED only with permission from a Licensed Athletic Trainer or in case of an emergency.

Failure to follow the cell phone policy will result in penalties, beginning with a warning. If multiple warnings are given, the phone may be taken up.

Noise Levels

During practice your noise level must not exceed that of the team. If the players are allowed to be talking, you may also talk amongst yourselves. If the team is quiet and listening to the coaches, you may not be talking, laughing, or making any noises. You are there to help the team, not to be a distraction. If an athletic training student causes multiple disturbances during practice(s), the Licensed Athletic Trainer will take appropriate actions.

Grade Guidelines

1. Determination of grades:

a. Attendance (Participation):

- All students will start with 100 attendance/participation points for the grading period.
- An unexcused absence from the class period or game/practice coverage will result in a deduction of 5 points from the original 100 points.
- All absences must be arranged a minimum of 24 hours in advance of class, practice or game time. Exceptions given to illness and emergencies with approved excuse from parent/guardian.
- A student will lose 5 participation points for each day the student is not actively participating in Student Athletic Trainer responsibilities and duties.

b. Journals, Skills Lessons, and Surveys:

- Journals will be used to document any treatments/observations the student completes during the week. The journals are due each week on Friday during class (no exceptions). Each worth 5 points.
- Skills Lessons include taping, wrapping, first aid, injury care, rehab and special tests.
- Surveys and quizzes are completed following a lesson. Each worth 10 points.
- Assignments not completed by the due date can still be completed for full credit.

2. Failing at Grade Checks

We are considered an extracurricular activity, and therefore fall under the UIL No Pass, No Play rule. If a student is failing at a grade check, the student **will lose eligibility for a three-week period**. The student is still required to attend practices, but is not allowed to work at games during that time. Grade Check Sheets will be given to students to get filled out and signed by teachers. Failure to get signed and returned by due date will result in disciplinary action. **Grades below 70 require mandatory tutorials!**

Dress Code Policy

Practice Dress Code:

Includes appropriate attire. Dress for the weather! Shorts must be at least $\frac{1}{2}$ the length of your femur. If worried about the length, get approval from a licensed athletic trainer before wearing them for practice. Wear some type of athletic shoe. NO dresses or skirts. No sandals or flip flops. Jeans, shorts and tops must follow school dress code rules. Be prepared for the weather to change. Be prepared to get dirty.

Game Day Dress Code:

Includes the athletic training shirt and khaki or black shorts/pants with athletic shoes. NO holes. Dress for the weather and be prepared for anything. If you are dressed incorrectly you will be asked to change or sent home.

Game Procedure

The game squad of 3-5 student athletic trainers will attend games.

Pre-game:

1. Arrive on time and prepare all necessary equipment before players arrive. Be prepared (dressed appropriately) and ready to work on time. Double check the supply list before leaving for the game.
2. Help with pre-game taping, treatments, and game preparations at the appropriate time
3. Student athletic trainers will watch team warm-ups and provide water. An injury can occur at any time. Be available while the team is in the locker room.
4. Go over the pre-game checklist for on-field supplies. Be sure all necessary items are on the field..
5. Check student athletic trainer game assignments.

During the Game:

1. Pay close attention to the game. Watch for players who are not performing normally or are injured.
2. DO NOT set down a water bottle rack on the sidelines. Be prepared to move. The play can come off the field at any time.
3. Always have your fanny pack stocked and with you. Be prepared to adjust equipment or apply wraps, tape, dressings or ice packs. Work quickly but do not sacrifice quality.
4. Stay busy. There is always something that can be done.
5. During half time assist in providing players with water and check all players with injuries.
6. DO NOT DISAPPEAR! Tell a licensed athletic trainer or coach if you are going somewhere.
7. **NO CELL PHONES ON THE SIDELINES!**

Post-game:

1. Be sure that all equipment gets on the bus and then returned to the athletic training room.
2. Assist injured players and the staff athletic trainer with treatments. Pay attention to any evaluations the licensed athletic trainer is performing.
3. DO NOT leave until all duties are done and you have checked out with the licensed athletic trainer.

Dismissal From Program

Failure to uphold the conduct, rules, and policies stated in the athletic training student handbook could result in dismissal from the athletic training program. Students will be provided a warning, after which disciplinary action will be taken in the form of probation/dismissal from the program. Each incident will be reviewed and the appropriate action taken at the discretion of the Staff Athletic Trainer.

**DO NOT DO ANYTHING THAT WOULD EMBARRASS
YOUR TEAM,
YOUR SCHOOL,
YOUR FAMILY,
OR YOURSELF!**

Daily Routine

DO NOT HANG OUT IN THE HALLWAY OR DOORWAY!!

1. BE ON TIME to the Athletic Training Room. Hurry from class. Sign-In using QR Code.
2. The athletic training room is a medical facility; so keep it clean and organized. DO NOT leave your stuff in the walkways, on the tables, or on the cabinets. This will also help prevent thefts!
3. Check the daily duty schedule
4. Begin equipment set up and taping immediately.
5. Follow dress code. See Dress Code Policy.
6. Help the staff athletic trainer enforce the athletic training room rules.
7. Have a fanny pack and rack of bottles while on practice field.
 - a. Do not leave rack of bottles unattended. Do not group together. Each practice group must be covered by a student.
8. DO NOT show up asking to leave. We understand things come up but please provide 24 hour notice. See Grade Guidelines.
9. After practice, make sure all equipment is taken inside and cleaned thoroughly and put up in the correct place. KEEP THE TRAINING ROOM ORGANIZED!
10. Make sure the water cows are plugged in and charging. Clean all water bottles and lids.
11. Get ice bags and treatment supplies ready quickly. Be ready to assist the staff athletic trainer.
12. The taping table, wound care area, kits and fanny packs need to be stocked and organized after each practice or game.
13. Fold towels and roll up ACE wraps as soon as they are clean.
14. DO NOT leave until released by a Licensed Athletic Trainer

KEEP THE HANDBOOK AND RETURN THE APPLICATION PORTION!