

Notre Dame Academy

Sports Medicine and Athletic Training Program

Policy and Procedure Manual for
Athletic Training Student Aides



Notre Dame Academy

Athletic Training and Sports Medicine Program

Notre Dame Academy's Athletic Training and Sports Medicine Program is an integral component of the Athletic Department. The Athletic Training and Sports Medicine Program is a service-oriented department comprised of dedicated Athletic Training Student Aides focused on the goal to support the needs of our student-athletes and their coaches. The remaining members and vital components of the Athletic Training and Sports Medicine Team are the team physicians, Certified Athletic Trainers, coaches, parents and the student-athletes.

Each athletic training student aide has unique abilities and talents already that aid in their success with the Athletic Training and Sports Medicine Program. Students are challenged with new experiences and exposed to vast amounts of information that are forming new skills during the time spent within the program. Students entering the program are required to attend a summer Athletic Training and Sports Medicine curriculum every year.

Mission Statement

Each athletic training student aide is an individual with unique gifts and talents and **collectively they are a team.** As a team, the Athletic Training Student Aides work together in harmony. They strive to execute their jobs in a timely, positive and professional manner.

Goals

- To serve, support and meet the needs of our student athletes and their coaches
- To be helpful, prepared and knowledgeable for any emergencies that arise
- To be alert and vigilant during all games
- To maintain a positive and helpful attitude at all times
- To be flexible and able to process changes as they occur
- To act as a host to other teams – at home or away

Organization Opportunities

It is recommended and encouraged for each athletic training student aide to join the Georgia Athletic Trainers Association (GATA), the Southeastern Athletic Trainers Association (SEATA) and the National Athletic Trainers Association (NATA). Each organization maintains its own website full of useful information as well as open dialogue among professionals in the field of Sports Medicine and Athletic Training.

I. Athletic Training Student Aides' Policies

A. Special Training

1. All athletic training student aides must attend a summer camp prior to entering the Athletic Training and Sports Medicine Program.
2. As a part of the Notre Dame Academy Athletic Training and Sports Medicine Program, all athletic training student aides will have the opportunity to become CPR/AED/first aid certified, learn injury management skills, preventative and post injury management skills/techniques, proper hydration preparation before, during and after events and other life skills.

B. Role and Responsibilities

1. The athletic training student aide never takes the place of the Certified Athletic Trainer. The athletic training student aide is there to learn and to help make the Athletic Training and Sports Medicine program more efficient in its endeavors to take care of the student-athletes at Notre Dame Academy.
2. If the Certified Athletic Trainer is not present, then the athletic training student aide is to work under the direct supervision of the coach or adult responsible for our student-athletes.
3. The athletic training student aide is not to discuss any injury with the student-athlete's parents or the student-athlete. It is the Certified Athletic Trainer's or coach's (in the absence of the Certified Athletic Trainer) decision.
4. The athletic training student aide is required to work all practices and games (home and away) of their assigned sport during the week. Water and injury ice will be provided and maintained by athletic training student aides assigned to each sport.
5. The athletic training student aide is responsible for maintaining their assigned team's schedule of events.
6. You will be expected to travel with your assigned team to away contests when transportation is provided with the team. When it is not possible to travel with the team on a bus, then individual transportation can be arranged through the approval from the Certified Athletic Trainer.

C. Dress Code

1. Each athletic training student aide is to dress appropriately for practices and games. **Our conduct and appearance must be professional and exemplary at all times.**

- a. For practices – 5 inch shorts and neat T-shirt, with appropriate shoes such as running shoes. During colder months for outdoor sports warm-ups are acceptable or long pants with appropriate sweatshirt or outer coat. No flip flops at any time.
- b. Game / special event attire - Athletic Training polo, Khaki style pants/shorts; absolutely no jeans or workout shorts. Shirts must be tucked in. Appropriate athletic shoes must be worn. Any sweat shirts or other outer wear must be solid color (preferably green, navy or gold) or be Notre Dame Academy issue.

D Conduct

1. athletic training student aides are not to use cell phones during games, unless for an emergency.
2. Travel will be on team bus or Sports Medicine bus depending on circumstances. No individual transportation should be used unless previously cleared with the Certified Athletic Trainer.
3. Punctuality is essential. **Be on time** for practices and games. The Certified Athletic Trainer and coaches set the times. This is essential especially when travel is concerned for away games.
4. Once practice and/or games have begun, the athletic training student aide is not permitted to leave. Eating during games is not allowed. Plan ahead and bring what you need with you to practices or games.
5. Music with headphones is not permitted during games and practices. Music and headphones are distractions that decrease your awareness of your surroundings, such as injured athletes or coaches.
6. Dating the athletes on your team is strictly prohibited. It is imperative that we maintain a professional relationship with our student-athletes. Failure to comply with this rule may result in the athletic training student aide being reassigned to another sport or dismissed from the program.
7. Homework only is permitted during practices as long as jobs are completed.

II. Duties

A. The athletic training student aide responsibilities may include, but are not limited to the following:

1. Maintenance of the Athletic Training Clinic
2. Preparing the field or court for practice/games
3. Stocking bags and checking contents weekly
4. Stocking cabinets
5. Stocking the taping tables
6. Cleaning the tables
7. Mopping/vacuuming/sweeping floors

B. Traveling with team sports

C. Taping of student-athletes based on experience and efficiency

D. Treating of student-athletes under the supervision of the Certified Athletic Trainer and based on experience and efficiency

Head Athletic Training Student Aide Duties

The head athletic training student aide is voted into office by their fellow athletic training student aides. They will serve for one school year unless voted again for the following year. They will conduct themselves as the leader of the Sports Medicine team and are responsible for all other athletic training student aides.

Their duties involve the following but are not limited to this list:

- Google calendar upkeep of all sporting events occurring at Notre Dame Academy
- Bulletin board: maintaining and rotating the AT comics, any PSA signage, and injury picture of the week.
- They ensure that all other athletic training student aides are on time and respectful of coaches and players. They develop a practice rotation schedule that must be upheld.
- Daily task list for the athletic training student aides
- Planning and organizing the monthly Sports Medicine events
- Updating the contact list and clothing order

This is a honor to be voted as the head athletic training student aide therefore they will not abuse the power that has been given to them. The Certified Athletic Trainer reserves the rights to remove and replace the Head ATSA at any time

III. Lettering

- A. The athletic training student aide falls under the same school and team rules established for all student-athletes i.e.: grades conduct and schedules. Athletic training student aides are just as much apart of the team as the players.
- B. Athletic training student aides are expected to be aware of the end of season banquet. Attendance is mandatory, unless special permission is granted.
- C. Criteria for letter recipients are as follows:
 - a. Athletic training student aides will not be eligible to letter until they work a full season (all practices and games) with football or a full season with another varsity level sport.
 - b. Athletic training student aide must show initiative and hard work ethic.
 - c. Attendance to practice and events is expected and weighted as well as conduct and involvement at practice and events.
 - d. Academic progress and classroom behavior is also weighted.
 - e. Discretion of the Certified Athletic Trainer
- D. Awards/letters will be earned and awarded to select students, customarily those working varsity level teams. However, special consideration is given to those athletic training student aides that go above and beyond expectations.
- E. Awards are given at the end of the year banquet.

IV. Athletic Training Clinic Rules

- 1. All student-athletes will treat the Certified Athletic Trainer(s) and athletic training student aides with respect.
- 2. All student-athletes receiving treatment must shower prior to entering Athletic Training Clinic.
- 3. Appropriate clothing must be worn outside of the locker room and in the Athletic Training Clinic. No boxers or girdles are to be worn. All student-athletes must have on a shirt. All clothing, including hats, advertising alcohol or drugs as well as containing any profanity or any inappropriate material is prohibited.
- 4. Profanity or horseplay is not allowed.
- 5. Loitering by student-athletes not receiving treatment is not allowed.
- 6. Food and beverages are not to be brought into the Athletic Training Clinic.
- 7. Student-athletes should keep all personal belongings (extra clothes, gym bags, etc.) either out of the Athletic Training Clinic or in the designated area such as the locker room.
- 8. Student-athletes are not to use the Athletic Training Clinic phones.
- 9. Stereo volume should be kept to a minimum and no profane or vulgar music is allowed.
- 10. Only certified staff members or designated Athletic Training Student Aides may render any type of treatments under the immediate direction of the Certified Athletic Trainer (taping, ultrasound, muscle stim, etc.). Student-athletes will not help themselves to treatments.
- 11. Any student-athlete receiving treatment is to sign in the when entering the Athletic Training Clinic.

12. The Athletic Training Clinic policy is first come, first served for all student-athletes. It is impossible to get you on the field, track, or court if you come in 10 minutes before practice. You are required to be in early or arrange another time.
13. An injury for which you are receiving treatment in the Athletic Training Clinic is not an excuse for being late to practice. Treatment must be completed before or after practice time. Treatments can be scheduled during lunch or unassigned blocks, PE's, and study halls.
14. The student-athlete is expected to arrive early enough to complete their entire treatment program and/or taping and wrapping before practice starts. Do not use treatment as an excuse for being late.
15. Only those student-athletes with injuries who have been cleared for treatment and rehabilitation during practice by the Certified Athletic Trainer are allowed to miss practice.
16. Failure of a student-athlete to come for treatments will be interpreted as that individual's unwillingness to cooperate with little desire to return to competition. These individuals will be reported to their coach and athletic director.

V. Athletic Training Clinic Operational Procedures

A. Athletic Training Clinic Opening Procedures - The following are procedures Athletic Training Student Aides are responsible for when the Athletic Training Clinic opens:

1. Check your weekly duty on the bulletin board before
2. Pick up towels from the laundry room. Fold towels and place them in appropriate area for the day's use.
3. Roll up and put away any laundered ace wraps.
4. Fill the ice chest with fresh ice for ice bags.
5. Check the hydrocollator water level and make sure it is full and clean.
6. Check the taping table drawer and make sure it is well supplied with different varieties of tape and pre-wrap. Make sure the drawer is organized and restock if necessary.
7. Make sure all tables are clean. Make sure the counter and cabinets are organized and cleaned.)
8. Fully check the Athletic Training Clinic and make sure it is clean and organized. Put away any equipment that is lying around.
9. Assist the Head Athletic Training Student Aide as well as the other Athletic Training Student Aides for any sport by helping them prepare for practices or events.
10. Make sure you have brought your positive attitude and enthusiasm. Look at each day as an opportunity to better yourself and become a better Athletic Training Student Aide. Take the initiative to be involved and help out. Ask questions. Practice your skills. Make use of all the educational resources when things are slow. This is your time to learn.

B. Athletic Training Clinic Closing Procedures - When closing times for the Athletic Training Clinic approaches, all Athletic Training Student Aides should do the following:

1. Empty and clean the whirlpool. Use the whirlpool cleaner, rinse and towel dry.
2. Gather up all dirty towels and bring them to the laundry room. Load the washer, add detergent and start washing machine.
3. Clean and organize the taping table.
4. Make sure all modalities are turned off and are neat looking, clean, and organized.
5. Clean all water coolers and ice chests. Use Betadine cleaner, scrub, rinse and towel dry. Leave the coolers open to air dry.
6. Make sure all cabinet supplies are organized.
7. Make sure all rehabilitative equipment has been properly put away and organized.
8. Clean all treatment tables, taping tables, and counter tops with Whizzer.
9. Check biohazard bag and dispose if full. Get out a new bag.
10. Double check all areas to make sure the Athletic Training Clinic is clean, organized and all equipment has been put away.
11. Close the door and make sure it is locked.

C. Daily Athletic Training Clinic Procedures - The following should be done on a daily basis by all Athletic Training Student Aides:

1. All Athletic Training Student Aides should be dressed accordingly before entering the Athletic Training Clinic. Refer to dress code.
2. All opening and closing procedures should be followed.
3. Greet all student-athletes as they enter the Athletic Training Clinic. Ask them what you can help them with. If you can help them, do so. Otherwise, refer them to an upper class athletic training student, the head athletic training student or the Certified Athletic Trainer.
4. Make sure all student-athletes are signed in and the daily treatment log is complete.
5. Keep the Athletic Training Clinic clean, organized, and respectable.
6. Be professional, yet have fun. All Athletic Training Student Aides should be kept busy, but there may be slower times. Use the slower time to polish your skills, read sports medicine materials and work on your homework. Make sure to ask if there are any special needs or projects you can assist with.

E. Athletic Injury Referral

In order to effectively provide quality athletic healthcare and maintain an open line of communication, the athletic training student must report all injuries or illnesses to the Certified Athletic Trainer. On occasion, especially when traveling, a student-athlete might need immediate referral for an injury. The athletic training student should seek out the Certified Athletic Trainer covering the event or the coach for further assistance or direction. If the student-athlete needs immediate referral to a hospital emergency room at an away event, the athletic training student must initiate a call to the Certified Athletic Trainer as soon as possible. Any injury referral must follow the medical staff structure chain of command to ensure quality healthcare for all student-athletes.

VI. Game Day Procedures

To all the teams that we host, you are Notre Dame Academy. Always represent your school and Sports Medicine Program with pride and integrity. Strive to be the best host school in the state.

A. Home Game Day Procedures

1. Athletic Training and Sports Medicine program will not be the cause of a team leaving late. In order to be a great host and have everything run efficiently, you must be on time. The Athletic Training Clinic will open at least 2 hours before the home event, but it may change for particular events.
2. Dress according to the event you will be covering. Refer to the dress code.
3. Refer to the Certified Athletic Trainer or head athletic training student for supplies that must be furnished for a specific sport. Some of the general items that might be needed are the following: water, water bottles or cups, towels, ice, ice bags, splints, spine board, crutches, medical kits, etc. Particular sports will have different needs; therefore, other items may be needed to get ready.
4. Fill whirlpools.
5. Make sure all taping supplies are fully stocked and organized.
6. Make sure the Athletic Training Clinic is neat and clean, and other necessary supplies are stocked.
7. Make sure we meet the needs of the visiting team to the best of our abilities per the Certified Athletic Trainer.
8. Always greet and introduce yourself to the other team, ask if they are in need of anything, and inform them of the medical coverage that will be available.
9. An athletic training student should be on the field or court during pre-game and warm-up in case an injury occurs or assistance is needed.
10. Water coolers and ice chests should be checked and refilled when necessary, especially during halftime.
11. Assist with game injury situations. Know your role.
12. Check with the opposing team if they need anything, such as ice bags or a player evaluated at the conclusion of the contest.
13. Perform closing procedures.

B. Away Game Day Procedures - When traveling, always conduct yourself in a professional manner as you are representing Notre Dame Academy and the Sports Medicine Program.

1. Be on time. Whether home and especially if the game is away. A member of the Athletic Training and Sports Medicine program will not be the cause of a team leaving late.
3. Check with the Certified Athletic Trainer and head athletic training student as to the items needed for the away contest. The following is a general list: medical kit, coolers, water bottles, and ice. Other items maybe warranted depending on the situation.
4. Always check your medical kit for supplies needed.
5. The athletic training student is responsible to make sure everything that is needed for the away contest is loaded on the bus. Get player and coach assistance as needed.
6. Upon arrival to the host site, seek out and contact the Certified Athletic Trainer and/or the coach of the host school. Introduce yourself and ask if you need assistance with one of your players, will they please help you?
7. Any taping or wrapping that needs to be done should be coordinated with the coaches so there is no conflict.
8. If any injuries do occur ask for assistance from the host Certified Athletic Trainer. Document every injury and what ever happens following the injury. As soon as time permits; communicate the events with the Certified Athletic Trainer by way of a phone call.
9. After the event, get ice bags or anything else that the student-athletes might need. Keep the medical kit available, incase it is needed on the way home.
10. In travel situations where transportation is provided, the Athletic Training Student Aides are to ride with the team to and from the game, no exceptions.

VII. Emergency Situation Protocol Preparation

Periodically throughout the school year emergency situations may arise that are life threatening. In these situations an ambulance will be summoned. The following is important to remember when preparing for an emergency situation:

1. REMAIN CALM

2. Know where the landline and cell phones are located.
3. Know emergency phone numbers and have them readily available (each Athletic Training Clinic has a list of emergency phone numbers along with other pertinent numbers posted).
4. Know who has keys to any gates, padlocks, or special doors that emergency personnel may have to use.
5. Have a fully equipped medical kit with necessary medical equipment for instant emergency use.
6. Information for person calling or activating EMS
 - a. Type of emergency situation.
 - b. Type of suspected injury.
 - c. Present condition of student-athlete.
 - d. Emergency care being given.
 - e. Exact location of emergency (give address and names of streets) and any special instructions on how to enter field or facility.
 - f. Hang up last.
7. Be prepared to assist in any way.

Notre Dame Academy Emergency Plan

If an athlete is seriously injured at an game, the procedure that is to be followed is:

1. **Remain Calm**
 - a. An Athletic Training Student Aides will assist the head coach and stay with the injured player.
2. The determination to activate EMS will be made by the on-site team physician, host Certified Athletic Trainer (if BT Certified Athletic Trainer is not present) or the coach.
3. The designated person will go to predetermined phone and dial 911 for emergency personnel.
 - a. Identify yourself and exact location
 - b. State nature of suspected injury (head/neck, fracture, loss of consciousness, etc.)
 - c. State present condition of injured person.
 - d. Explain emergency help presently being given.
 - e. Instruct emergency vehicles where and how to reach injury area:
 - i. Exact address
 - ii. Entry gates
 - iii. Building location
 - iv. Building entry
 - f. Stay on the line until the operator disconnects.
 - g. Return to injury scene and let designated care provider know that EMS has been activated and further assist with injury.
 - b. An Athletic Training Student Aides will be sent to meet the ambulance. This job requires you to obtain the keys necessary to unlock any gates, wait for EMS, introduce yourself and direct them where to go.
4. If parents or a crowd begins to run out to a player, a coach will take care of them.
5. Stay near by until the situation is resolved and the player is loaded into the ambulance.

Football Game Roles

- Shadow: 1 athletic training student follows the head ATC during the course of the game, assist with on field injuries and sideline triage.
- Spotter: 1 athletic training student is assigned the responsibility to stand the sideline directly across from the ATC during an on field injury. As well as watch the field in case ATC is assisting an injured player on the bench.
- Subs: 1-2 athletic training student(s) (offense/defense) is assigned to stand the sideline near the line of scrimmage and coach where players are being subbed in and out of the game. Student carries a fanny pack, towel and water bottles.
- Bench: 1 athletic training student is responsible to watch the bench area and get assistance when needed for coaches, players and other student athletic trainers. May need to assist with blood coverage or equipment repairs. Carries a two way radio.
- Time outs: 2 Athletic Training Student Aides are assigned to run out to the players during time outs. Must carry water bottles, towel and fanny pack. Also give water to referees.
- Fill-up: 2 Athletic Training Student Aides maintain keeping all hydration needs and ice towel buckets full. This includes water bottles and sport drink.
- Half Time: 2 Athletic Training Student Aides are responsible for setting up the locker room or half time meeting area by filling cups with sport drink and water. They are to leave the field at a prearranged time to set up and are to remain after the team resumes the field to clean up for half time. (When not performing primary duty these students are to assist where needed on the bench.)
- Hospitality: 2 Athletic Training Student Aides are assigned the duty of greeting the visiting team upon arrival to NDA. They are to introduce themselves, let the other team know of the medical coverage provided and assist the visiting team with side line setup and if needed cooler fill up. Also the students are to check with the visiting team during half time and after the game. (When not performing primary duty these students are to assist where needed on the bench.)

Contract Statement of Commitment

Name: _____

Please **read and initial** each of the following statement:

_____ I have read the Policies and Procedure manual completely

_____ I understand the importance of my role within the Athletic Training Program

_____ I will abide by the rules of the Athletic Training Program

_____ I will uphold the image of the program by abiding by the dress code and code of conduct

_____ I understand the importance of the daily duties as an Athletic Training Student Aide

_____ I will strive to be the best and support and encourage the other students in the program

"I hereby attest that I will uphold the values and vision of the athletic training and sports medicine program. I will strive to serve the team(s) that I have been assigned to the best of my ability. I will abide by the guidelines and remain in communication with the Certified Athletic Trainer and coaches."

Student Signature

Student Name

Parent Signature

Parent Name

Notre Dame Academy Athletic Training Student Aide Check-off

Name _____ Grade _____

| Procedure | Pass Date | Re-test Date |
|---------------------|------------------|---------------------|
| Ankle Tape | | |
| Wrist Tape | | |
| Buddy Tape | | |
| Turf Toe | | |
| Shoulder Spica | | |
| Ice bag application | | |
| Patella Strap | | |
| Wound Care | | |