



**STUDENT TRAINER AIDE
HANDBOOK**

INTRODUCTION

This manual is designed to give the Student Trainers of Kennedale ISD a thorough understanding of the Sports Medicine Program of KISD, especially for Kennedale High School.

The intent of this manual is to familiarize the incoming student trainer with the workings of the Training Room and the expectations of him or her. Current or "veteran" student trainers should also use it as a reference guide throughout your high school training career.

The student trainer must read and understand the contents of this manual. You are expected to work within the goals and policies listed. The success of the sports medicine staff and ultimately the entire athletic program depends on the punctuality, discipline, work ethic, and the responsibilities and duties of the sports medicine staff.

An organization is only as strong as its weakest member. We are a service organization intended to ensure the best possible health care for each athlete. We must remember that we are an organization that serves the athletic program and not a separate entity in ourselves.

It is essential to remember why you are here. First, you are here to get an education! Never let your training duties interfere with your studies. Learn to budget your time in order to stay on top of your school work. Secondly, we are here to serve the coaches and athletes of the athletic program to the best of our abilities.

Make yourself familiar with this manual and its contents. Use this manual to improve your understanding of the Sports Medicine Program of Kennedale ISD.

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Dear Kennedale Wildcats, Lady Kats, and Parents,

We are pleased to have you as a part of the Kennedale Athletic Program. We sincerely hope that the experience you have in the athletic program will be both enjoyable and successful. Your coaches are looking forward to helping you grow through athletics.

The information contained herein has been provided for you to read and study carefully, as it is your responsibility to know the rules and regulations of the Kennedale Athletic Program. This handbook is used as a guide for our high school programs. However, additional rules may be given by your coach in each sport.

Any questions that you may have should be brought to the attention of your coach. He or she will be happy to assist you in any way possible.

Once again, we want to welcome you to our team:

The Kennedale ISD Athletic Program!!!

Richard Barrett
Athletic Director/Head Football Coach

Our Vision:

Kennedale Athletic Training students shall provide assistance to the licensed athletic trainer in the management, rehabilitation and prevention of injuries to the student-athletes. The KAT students are committed to gain the knowledge and skills necessary to aid the licensed athletic trainer and provide quality first aid that reflects the excellence and success of the Wildcat Athletic Program.

Our Mission:

To provide high quality healthcare to the students-athletes within the athletic program. The services to be delivered can be broken into four types: Injury management, prevention of potential athletic injuries and injury rehabilitation to return to sport. As a team, we are committed to using the latest evidence based technology available and affordable to ensure the athletes are receiving the most modern sports medicine. We intend to fulfill our mission statement by:

Ensuring a comfortable environment within the athletic training facility.

Assuring the positive and professional attitude of those within the Sports Medicine Team composed of athletic trainers, physicians, interns, students and other staff members.

Maintaining and operating a clean and safe facility with efficiency and organization.

Insuring that the confidentiality and privacy of each student-athlete is a priority.

The primary philosophy of the program is to ensure that the medical needs of the athletes will always be the first consideration for all members.



**NATIONAL ATHLETIC TRAINERS' ASSOCIATION:
OFFICIAL STATEMENT ON PROPER SUPERVISION OF SECONDARY SCHOOL
STUDENT AIDES**

Introduction:

This Official Statement of the National Athletic Trainers' Association provides support and guidance to school administrators and athletic trainers in the education and supervision of secondary school students enrolled in sports medicine courses or volunteering in secondary school athletic training programs. The goal of this statement is to continue to foster a positive, safe learning environment where students benefit from the instruction and observation of qualified health care professionals.

Official Statement:

The NATA recognizes that allowing secondary school students the opportunity to observe the daily professional duties and responsibilities of an athletic trainer can be a valuable educational experience. This unique experience may expose students to the foundations of various health related careers as well as provide them with important life skills. Regardless of practice setting, it is understood that all athletic trainers must comply with their state practice acts, the BOC Standards of Practice when certified, and the NATA Code of Ethics when a member. These legal and ethical parameters apply and limit the incorporation of student aides outside of the classroom and within the activities of athletic programs. Student aides must only observe the licensed/certified athletic trainer outside of the educational environment. Coaches and school administrators must not allow or expect student aides to assist or act independently with regard to the evaluation, assessment, treatment and rehabilitation of injuries. Additionally, it is paramount that student aides not be expected, asked or permitted to make "return to play" decisions. Specifically, licensed/certified athletic trainers, coaches and administrators must not ask athletic training student aides to engage in any of the following activities:

- (1) Interpreting referrals from other healthcare providers
- (2) Performing evaluations on a patient
- (3) Making decisions about treatments, procedures or activities
- (4) Planning patient care
- (5) Independently providing athletic training services during team travel

INDIVIDUAL GOALS

These goals are the backbone of a successful sports medicine program. 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 in your daily life as well. Read, think about, and use these goals to change your personal weakness into 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 and coaches with which you will be working.
2. As you enter into adulthood, more and more responsibilities will be placed upon you, Allow the Sports Medicine 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 possibly distasteful. Show self-discipline and carry out these duties with pride.
4. Prepare yourself for the future. Tomorrow will be here before you know it! Look to the future and think about what you want to accomplish one year, five years, or maybe even ten years from now. Set both short and long term goals and ready yourself for life's challenges.
5. Learn to work with others. You do not live in an "I" or "me" world. Others will depend on you and expect you to work with them. Learn to "give and take" of yourself. Realize that everyone has strengths and weaknesses. Being able to recognize both yours and others strengths and weaknesses, and learning how to work with them is invaluable. Being able to work well with others will carry you a long way in life.
6. Organization is a trait of a successful person. We will all face some type of adversity in our lives. An organized person is able to face adversity and conquer negative situations. A disorganized person facing adversity often fails or is left wondering why they did not perform up to their capabilities. Organize, prepare, and be ready to react at all times.
7. The Sports Medicine Program is a people oriented service organization. In order to accomplish tasks as they arise, one must communicate well. When working within the sports medicine program, the channels of communication must remain open. Learn to communicate with each other 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 with whom you work. Both athletes and coaches will depend on your services. If you act responsibly and perform as expected, you will earn the respect of those with whom you work.

ATHLETIC TRAINING ROOM 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, properly run Training Room.

- Athletes are not to wear cleats or any type of dirty shoes in the Training Room, except in the case of an emergency.
- Shorts and shirts must be worn at all times. Shirts on males will only be removed when treating torso and shoulder injuries. Females will be asked to wear a sports bra and/or "tank top" type shirts when treating shoulder/torso injuries. Shorts or modest swimwear can be worn for treatments involving the whirlpools, no bikinis are allowed.
- All athletes should shower and/or clean up before entering the Training Room after practice and games. This is necessary to reduce the possible contamination of equipment, infection, and spread of disease. This rule is to be strictly enforced except in the case of an emergency. The exception being to come get towels.
- Athletes should leave all equipment outside the Training Room and/ or in the appropriate storage locations. This helps to prevent clutter and overcrowding in the Training Room.
- In order to prevent confusion, all athletes are to wait in a designated area or outside the Training Room until called upon by a member of the Sports Medicine Staff.
- The Training Room is not a self-service center. A member of the Sports Medicine Staff will treat all athletes.
- Profanity and horseplay are not tolerated at any time by anyone!
- Athletes may come in if they need us. If they do not need us, they are not to enter the Training Room. The Training Room is not a lounge, country club, health spa, restaurant, or a place to "chill" or "shoot the breeze".
- The desk and office are off limits unless prior permission is given. ATR Bathroom is too. The modalities, desks, counters, and rehabilitation equipment are not toys. Do not sit on or play with them.
- Do not loiter around the halls and/or locker rooms. Your job is in the Training Room. Stay there unless you are told to go somewhere else or have been dismissed by the Licensed Athletic Trainer.
- Student Trainers who are assigned duties at an event or with a team will stay in that designated area or with that team. He/she should not leave the area or team except to care for an injured athlete unless he/she is told do so and/or relieved by another trainer.
- If a physician is present at any time, conduct yourself as a professional. Be quiet but available. Hold all comments or questions until an appropriate time.
- In the case of absence from school, practices, or games, you must notify the Licensed Athletic Trainer (LAT) covering the event. Arrangements have to be made for your absence. There are no excuses!
- There is to be no dressing or undressing in the Training Room. All dressing and undressing needs to be done in the appropriate locker room areas.
- Take nothing without permission.
- Respect must be shown at all times to all members of the Athletic Program.
- Any protective equipment or defective devices that need attention or repair must be reported immediately upon discovery. Do not wait just before a practice, game, or event in which that equipment is needed.
- Proper infection control procedures and practicing good hygiene must be followed at all times by all members of the Sports Medicine Staff.
- All student trainers will be evaluated twice a year for feedback on skills and abilities.

CONDUCT AND ETHICS

1. The quality of medical care for the athletes in Kennedale ISD depends largely upon the actions of the entire Sports Medicine Staff. There are more student trainers than staff LATs. Therefore, the athlete has more opportunities to come in contact with a student trainer than anyone else. It is essential that these student trainers act in a responsible manner and either perform the necessary care or get the athlete to someone who can perform those duties.
2. The student trainer's willingness to accept responsibilities and carry them to completion, the way in which he/she operates in the program in the absence of a LAT, the way he/she performs those tasks that are unpopular and/or distasteful, his/her voice and caliber of language, are all qualities which can, if positive, make our program more successful.
3. Athletic Training is an integral part of Sports Medicine. An Athletic Trainer should carry on the techniques of the profession only with adequate and specific medical direction. The student trainer must receive direction from a LAT, Physician, or Coach.
4. The field of Athletic Training is a paramedical field devoted to the best welfare of the athlete. The members of the Sports Medicine Staff should keep this basic principle in view and be guided by it at all times.
 - a. Student Trainers should develop a relationship **with** coaches and other staff members so they will respect your comments and know you will provide objective information, not small talk associated with gossip or little or no fact. **This includes social media.**
 - i. Unnecessary drama, slandering, or anything deemed wildly inappropriate via social media carries a **zero tolerance dismissal** from the program. We pride ourselves on professionalism, and that kind of negative public attention will not be reprimanded... it will be fixed permanently! Think before you post! This also includes what others post that features your likeness.
 - b. Student Trainers should develop a relationship with each player that encourages him/her to trust you with personal information.
5. Those who serve as members of the Sports Medicine Staff assume definite responsibilities and commit themselves to upholding the professional ideals. Each Athletic Trainer acts as a representative of the whole profession and as such should conduct him/herself with honor and integrity.
 - a. Student trainers should develop a source of loyalty to each member of the organization. Do not second-guess or belittle decisions made by the LAT or coach. In particular, do not discuss controversial subjects concerning the organization outside the organization. The proper time and place to discuss these topics is in staff meetings and/or to the persons directly involved. These discussions should be kept confidential. Learn what is to be shared and what does not.
 - b. The student trainer should never harass the officials or the opponent. His/her comments are to be those of encouragement to his/her own players. He/she should not belittle his/her own players' actions or abilities.
6. Diagnosis of an athlete's disability is the responsibility of the 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 the responsibilities delegated to the student trainer by the LAT.
 - a. If an injury situation arises requiring a decision the student trainer is incapable of rendering, he/she should seek the advice of the LAT on duty (whether it is a KISD Athletic Trainer or not). If a LAT is not available, the student trainer should seek the assistance of the coach of that athlete.
 - b. If the student trainer is on a trip by him/herself, he/she should work closely with the coach in charge and be able to assist with other duties once his/her duties are completed.
7. Before any physical treatment modality is used, its physics, physiologic effects, indications, contraindications, and specific treatment techniques for use must be thoroughly understood.
 - a. The student trainer should only perform those treatments on athletes under the supervision and/or instructions given by the LAT. Athletes will often encourage a student trainer to

perform a specific type of treatment that may contradict the instructions of the LAT. The student trainer should avoid this complication as tactfully as possible.

- b. Do not engage in horseplay while performing treatments. If it does occur in the training room by others, attempt to stop the inappropriate activity.
8. Information concerning injuries to athletes, regardless of its source is confidential. Such confidences should be well guarded by the Sports Medicine Staff.
 - a. Any breach in confidentiality by a student regarding injuries to athletes is grounds for immediate dismissal from the program!
9. The members of the Sports Medicine Staff should be discreet in all dealings with athletes and should avoid all actions or statements which might be construed by the injured athlete and or his/her family to be criticisms of his/her physician, other health care provider, coach, or any other member of the organization.
10. Specific statements concerning prognosis or referral to another physician should seldom be made and should only be made after a thorough review of the case by those properly concerned.
11. The student trainer is a vital part of the Athletic Program. He/She can learn a great deal that will help him/her in the future. If he/she finds anything distasteful, he/she should bring his/her complaints to the LAT at the appropriate time. If he/she feels his/her responsibilities are too great for him/her to handle, these concerns should also be brought to the attention of the LAT. If the student trainer has a suggestion that might improve the program, he/she should not hesitate to bring it to the attention of the LAT. No one has all the answers, and there are seldom systems that cannot be improved upon by its members.
12. Student Trainers can and will be removed from the program for inappropriate actions while serving as a Student Trainer, involved in other school activities, or outside of school activities. Some of these include but are not limited to: pregnancy or "fathering" a child, alcohol and /or illicit drug use, criminal convictions (other than minor traffic violations}, major violations of school policies (those that can result in ISS and/or Alternative School placement}, etc.
13. This is a group of health-care professionals. Those who are a part of this group have embraced this term. This is not a meet-the-Wildcats program. Student Trainers are expected to be professional around their athlete peers. Staff LATs do not "snoop around" to find out who their students are dating, but if conduct in the field house, training rooms, or fields/courts advertise that a Student Trainer is dating an athlete, said Student Trainer will be immediately removed from any sport in which said athlete participates. This protects the reputation of the Student Trainer, helps the athlete focus, and maintains professionalism around the entire program.

BEHAVIOR

1. 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 will be free from words generally considered offensive or degrading to their fellow man.
2. Information relating to medical and personal problems of athletes, coaches, or staff members is regarded as privileged information; therefore, it is not to be discussed with others.
3. When conflicts arise, the student trainer's first loyalty should be to the LAT, then the coach, and finally the player and/or fellow staff member.
4. Verbal obscenities, threatening remarks, and physical confrontations are to be avoided whenever possible. Should an incident occur while a student trainer is on duty, it should be reported immediately to the LAT and/or the coach involved. The offending person should be identified when known to the student trainer. If physical force is used or threatened, the proper authorities should be notified.
5. When traveling with a team, the student trainers are responsible to the coach in charge. They will assist the coach in any way possible. They will abide by the same rules and schedules as the athletes, unless they make special arrangements with the coach.
6. Student Trainers should, at all times, be aware of their behavior. Student Trainers behavior in the classroom and in the community is constantly monitored by teachers, staff members, parents, and others in the community. Student Trainers need to make a conscious effort to be a credit to the Sports Medicine Program and not a detriment. Student Trainers will be disciplined and possibly removed from the program if in appropriate behavior occurs, both in and out of activities involving the Sports Medicine Program.
7. Cursing/Swearing in the Athletic Training Facility will result in 10 skyrockets. This is for athletes, and the sports medicine staff feels it is only fair to enforce it on the student trainers as well.

PERSONAL APPEARANCE AND DRESS

1. Student trainers will keep themselves as hygienically clean as possible to control the spread of disease. This includes frequent hand washing, deodorant use, bathing, etc.
2. While working in the training room or designated areas (playing fields, courts, etc), traveling with a team, and attending other functions, the student trainer will wear clothes specified by the LAT or the coach of the sport involved. Some of this attire includes a "Sports Medicine Staff" shirt, appropriate pants or shorts, a belt, tennis shoes, socks.
3. Attire must not be excessively short, tight, or loose (sagging will not be allowed). Clothing should not be too revealing. When appropriate, shirts should be tucked into pants or shorts. Clothing with suggestive slogans or advertisements will not be allowed.
4. The student trainer's personal appearance will be one that will not draw unwanted attention to oneself. Gaudy or unprofessional dress, hairstyles, makeup, jewelry, etc. will not be tolerated.
5. The student trainer's hair should be well groomed as not to interfere with his/her performance (i.e. hanging in the face or eyes and tied back if necessary). Radical hairstyles will not be tolerated.
6. If a student trainer' appearance or dress is deemed inappropriate by the LAT or coach, their viewpoint will be considered final and appropriate changes must be made before the student trainer is allowed to participate in sports medicine activities.

The Magic 10: Main Rules to Being a Part of KATS

1. Be PUNCTUAL. For all events: Arriving early is being on Time; Arriving on Time is being Late.
2. Give everything YOUR BEST EFFORT!
3. Help your fellow student trainers, and learn to cooperate AS A TEAM!
4. Show common sense
5. Don't complain
6. Take initiative and do jobs that need to be done. Even if no one asks you. **Anticipate!**
7. Once you learn how to do something (taping ankles, first aid, etc), take every opportunity to practice it.
8. You must notify the athletic trainer if you are going to miss an assigned practice or game.
9. *DO NOT wait until right before! (AT LEAST 24 Hours and/or with parent notification)*
 - A. **1 Unexcused Absence for the week leads to the inability to work that week's Varsity Football game along with other assigned duties.**
10. KEEP YOUR GRADES UP!!!
11. You MUST have a current physical turned in to the Licensed Athletic Trainers AND ALL RankOne forms submitted BEFORE you are able to cover any UIL activities each year.

Letterman Qualifications

To receive a letterman jacket, the licensed athletic trainers will have the final say in determining whether or not a student is receive a letter. Provided the following are met, letters will be awarded:

- *He/She completes TWO full seasons across two academic school years as an athletic training student. (Fall and Spring sport)*
 - .Example would be: Football, Softball/ Football & Baseball/ Football & Soccer.
- He/She is in good standing at the end of the season with both staff athletic trainers and the respective coaching staff.
- He/She is passing ALL of his/her classes.

Fundraiser

1. Each year, the Licensed Athletic Trainers and the Student Trainers will decide on 1 fundraiser per year, approved by school administration, to help raise funds for the Sports Medicine Program.
2. The money raised with this fundraiser will go towards expenses that will benefit the students in the Sports Medicine program, which can range from T-shirts, polos, sports medicine camps, possible end-of-year trips, etc.
3. In order to raise enough money for every student to benefit, EVERY student trainer must be involved!!
4. The student trainer who raises the most money during the school year will be awarded the “fundraiser of the year” award.

ROLES OF STUDENT TRAINERS

Grade classification of student trainers does not necessarily determine seniority in the Sports Medicine Program with Kennedale ISD. However, student trainers with more experience in the program should take the initiative to be a leader in the program. Some responsibilities or roles of student trainers are listed below. These responsibilities or roles can vary greatly among different levels, depending on maturity, attitude, and abilities of the student trainer involved.

First Year Student Trainers

The first year trainer is expected to learn the policies, procedures and responsibilities of a student trainer. The prime goal of a first year trainer is to develop self-discipline and good work habits. First year trainers should look to the more experienced and mature trainers for direction. Above all, first year trainers must maintain satisfactory academic achievement to remain in the program, as well as, learning how to budget your time between school, Sports Medicine, and home or leisure activities.

Second Year Student Trainers

The prime objective for the second year student trainer is to gain self-confidence and recognition of both coaches and athletes. Your sports medicine success during this year, and in the future, will depend on how relate with coaches and athletes. In addition, the second year student trainer will:

1. Continue to improve their sports medicine skills and knowledge.
2. Assist other student trainers in their duties.
3. Utilize educational opportunities open to them.
4. Assume more responsibilities as they are assigned to them.
5. If interested, look towards collegiate programs and scholarship opportunities.
6. Assist the first year trainers to develop the discipline and good work habits needed to be a good student trainer.
7. Begin networking with other professionals and leaning towards a choice of career field.

Third Year Student Trainers

During the third year (if applicable), student trainers will polish their skills and knowledge as well as, work toward attaining recognition of the athletic staff. Every effort will be made to assign as much responsibility as possible to third year trainers. These student trainers will also have the following responsibilities:

1. Continue to improve their skills and knowledge in all areas of sports medicine.
2. Assist in the educational program for the other student trainers.
3. Assist in the supervision of other student trainers.
4. Serve as a positive role model for young or less experienced student trainers.
5. Work towards plans for after graduation from Kennedale High School.
6. Carry out all duties and responsibilities assigned to them.
7. Begin applying for colleges.

STUDENT TRAINER DUTIES

TRAINING ROOM & PRACTICE DUTIES

1. Arrive before the athletes or at a predetermined time and be sure the following are in order and ready for use.
 - a. Sufficient tape of all sizes and types are on the tables or other appropriate place.
 - b. All counters, shelves, tables, etc. are stocked with the needed materials. (Elastic wraps, band-aids, protective equipment, etc.)
 - c. All clean laundry is folded and in the proper locations.
 - d. The ice machine (ice in the machine, with bags and flexi-wrap available) and ice massages are ready for use.
 - e. All modalities (hydrocollator, e-stim. units, ultrasound units, etc.) are ready for use.
 - f. All rehabilitation equipment is in good working order & stored in the correct places.
2. Pre-Practice Duties
 - a. Apply all wraps, dressings, bandages, protective padding, and tape that you are qualified to apply.
 - b. A general rule to follow is to care for those athletes that are in-season first, and usually varsity athletes before sub-varsity athletes. However, we work on a "first come - first serve" basis. If an off-season or sub-varsity athlete comes in before an in-season/ varsity athlete, we will take care of the off-season / sub-varsity athlete first.
 - c. Do not permit crowding at the tables. Take each athlete in his/her proper order. If the crowd becomes large, ask the athletes to wait in the proper area or outside.
 - d. Student Trainers should become proficient at the following procedures:
 - i. Documentation of injuries and treatment records.
 - ii. Application of ice bags, ice massages, heat packs, and whirlpool treatments.
 - iii. Taping / wrapping procedures for the ankle, fingers, groin, knee, toes, thumb, & wrist.
 - iv. Securing protective equipment and padding to any body part.
3. Practice Area Duties
 - a. Take all training supplies: ice, water, cups, water bottles, training kits, equipment kits, onto the practice fields or courts before practice begins. Don't be on time...be early!!!
 - b. Station yourself near the action so you can be easily spotted, but not in the way. Also station yourself so that you can see the players participating (Don't turn your back to the activity!!!!) Keep your attention on the playing field or court etc.
 - i. Watch for injuries and care for them when they occur.
 - ii. If you witness an injury, pay close attention to how the injury occurred and relay this information to the LAT.
 - iii. If possible, carefully remove injured players off the field or court and either bring them to the training room or other designated area for proper injury assessment and treatment.
 - iv. Do not turn your attention away from practice to play catch, talk to players, other trainers or other bystanders. (Again, don't turn your back to the activity!)
 - c. Give players and coaches water as needed. Always keep water available (coolers/bottles filled) at all times. Assist with "water breaks" as needed.
 - d. Always carry the necessary first aid supplies such as gauze, Band-Aids, tape, scissors, etc.
 - e. Always stay with an injured player either on the field or in the training room. Never leave a player unattended.
4. Post-Practice Duties
 - a. Bring in, clean, and store all supplies used during practices.
 - b. Be sure all athletes receive proper treatments.
 - c. Check the list of daily tasks and cleaning procedures and make sure they are done.
 - d. Place all dirty wraps, towels, and any other laundry in the laundry hamper.
 - e. Document all injuries and treatments on the proper forms.

GAME/EVENT DUTIES

1. Pre-Game Duties

- a. Arrive at specified times and prepare all necessary equipment before players arrive.
- b. Assist with pre-game taping at the appointed time.
- c. Be dressed (in game attire) and ready to work on time.
- d. Prepare the sidelines and locker room areas with needed supplies as needed.
- e. Introduce yourself to the opposing team's trainer(s) and/or coaches and offer your services and/or explain your duties.
- f. When applicable, go over the pre-game checklists for on the field or playing area, and locker room supplies. This should be done well before the event or game occurs.

2. Game Duties

- a. During the game or event, pay close attention to the activity. Watch participants who may be injured and/or alert the LAT if you suspect an injury has occurred that he/she may not be aware. Also keep an eye on equipment, supplies, etc. Replenish deficient supplies and/or notify the LAT if necessary.
- b. Normally, one student athletic trainer needs to accompany an LAT on the field or court to assist an injured player. Other student trainers should be ready to bring splints or other equipment on the field. Also, other student trainers should continue to care for players on the sideline as needed.
- c. Always carry scissors, gauze, band-aids, tape, and other important equipment with you.
- d. Be prepared to adjust equipment, apply protective equipment/padding, wraps, ice bags or dressings to those players not in the game or event. Work quickly, but not so fast that your skills suffer.
- e. Assist in the administration of water to players and coaches. Keep water coolers filled with water and ice. Especially in hot weather.
- f. During halftime or other breaks:
 - i. Check all players for injuries and care for them appropriately.
 - ii. Inform the LAT of any changes in a player's condition.
 - iii. Assist in providing players and coaches with water and "sports drinks".
 - iv. Adjust and/or repair any equipment that needs attention.
 - v. Check and/or clean up the sideline/bench areas,
 - vi. Refill water coolers and ice chests if necessary. Also straighten and restock kits and other supplies/equipment.

3. Post-Game Duties

- a. Be sure that all equipment is removed from the playing areas and locker rooms, and is back in the Training Room and/or the appropriate storage areas.
- b. Assist players in removing tape, bandages, and dressings. Keep the Training Room cleared for the injured.
- c. Assist injured players with changing clothes, etc. Pay close attention to those with head injuries and/or other serious injuries.
- d. Clean and dress all wounds and care for other injured athletes as needed.
- e. Check the list of daily clean up jobs and do them!
- f. Complete all injury reports and treatment logs as needed.
- g. Collect all used wraps, towels, and loaned equipment from the locker room and put them in the proper locations.
- h. Handout and/or apply ice bags to those who need them.
- i. Stay close to and monitor the injured on return trips to school.
- j. Notify LATs of all injuries, either personally or by phone.
- k. Student Trainers are not to leave until all jobs are done, and the LAT dismisses you.

SECOND SPORT ASSIGNMENTS: Student Trainers **will be expected** to:

1. Cover all games and tournaments of that sport/team, including potential holidays and weekends.
2. Follow all the rules, schedules, etc. as the players of that sport or team.
3. Communicate directly to the coach of that sport or team to coordinate game schedules, time of arrival or departure, expectation of duties, etc.
4. Wear appropriate Sports Medicine Staff apparel as specified by the LATs or the coach of that sport/team.
5. Follow all guidelines and perform all duties mentioned in this manual.

OFFSEASON DUTIES

1. During the fall sports season, everyone will work Football.
2. After the fall sports seasons everyone will be assigned to a "second sport". See the information above concerning "Second Sport Assignments".
3. If your "second sport" is in the off-season, you will work in the Training Room as needed. If your sport is in season, Training Room duty will not be required, however, it is advisable that all student trainers perform the duties mentioned below at their convenience.
 - We definitely encourage our student trainers to participate in a "second sport" as an athlete (i.e. playing basketball, drill team, cheer, etc.). However, you **MUST** make this Sports Medicine Program a priority, and during your "second sport" season as an athlete you will be expected to help out in the training room as needed to the best of your ability.
4. There will now be 1-2 students assigned each week to report to athletics and/or after school in the offseason to assist with the following:
 - ii. Assist in treatments and rehabilitation sessions.
 - iii. Record treatment and rehab sessions in the appropriate locations.
 - iv. Assist in clerical duties such as filing, typing, etc.
 - v. Assist coaches in daily activities and practices.
 - vi. Stock supplies in needed areas; kits, tables, etc.
 - vii. Get supplies ready and delivered to practice/game fields/courts, etc.
 - viii. Assist in the daily maintenance and cleaning of the Training Room and supplies.
 - ix. Take part in educational discussions and hands on learning activities regarding Sports Medicine.
 - x. Practice Sports Medicine techniques such as taping, bandaging, first-aid, etc.
 - xi. Begin exploring college opportunities with sports medicine.

ATTENDANCE POLICY

- Athletic Training students are only effective when they're present. Such cases as sickness, family emergencies, tragedies, and pre-approved special events will obviously not be counted against a student, but the athletic training staff **MUST** be notified 24 hours prior to the absence for it to count as excused with parent notification. Excused absences are not counted against a student trainer's point system, but unexcused absences are.
- The reputation of our program hinges on our students. If student trainers are not present at the events which they are assigned, it casts a negative light on the entire program.
- The following have been instituted in efforts to keep athletic training students present and involved:
 - If a student athletic trainer has more than 2 unexcused absences or tardies per sport, he or she will be dismissed from the program. Communication is key!
 - If a student athletic trainer has exceeded the following limit of excused absences, they will be dismissed from the program. (Certain long term absences for excused reasons will be reviewed on a case by case basis.)
 - 10 absences from spring sports (usually only 2 nights a week)
 - 20 absences from football
 - Work programs are an excused absence so long as the athletic training staff is notified ahead of time and steps are taken to set availability around athletic training.
 - Those with jobs are asked to sit down with the staff prior to the start of each season and come to an agreement on work/sports medicine availability.
 - Encouraged work availability in the fall is weekends only.
 - Those who cannot make at least a combination of 2 practices or games Monday-Thursday in a week may NOT participate in that week's games unless make-up work determined by the LAT is sufficiently recorded.
 - Encouraged availability in the student's 2nd sport assignment is based on that specific team's schedule.
 - It is the athletic training student's responsibility to obtain a schedule from the coach of their assigned sport and turn it into their part-time job to work around the listed dates.

END OF YEAR AWARDS BANQUET/ MEDIA RELATIONS

The students in the Kennedale Athletic Training (KAT) program have a lot of demands asked of them year-round. There will be ample opportunities to promote this student program, as well as to be recognized for the efforts and sacrifices made for this program.

- There will be opportunities to be recognized through multiple media outlets, including social media, newspaper articles, and occasionally, if possible, television segments. If you, as a student, are asked to take a part in such events it is understood that you **MUST** act professionally **WITHOUT GIVING OUT CONFIDENTIAL INFORMATION!**
- The End of Year Sports Medicine Awards Banquet will be held in May at some point before school ends each year at a given time and location. This is a great opportunity to cap off a successful year and to recognize those students that go above and beyond what is asked of them. Such awards to recognize these individuals include, but are not limited to:
 - "Most Valuable Trainer": This is also known as the Student Trainer of the Year, and it'll go towards the Most Outstanding Student in the Program for the year. Criteria for this award is outlined in the Student Trainer Point System section of this Handbook
 - Fundraiser of the Year: Recognizes the student who raises the most \$\$ during the fundraiser for the year.
 - Newcomer of the Year: Most Outstanding 1st year student in the program. May not win both Newcomer of the Year and Most Valuable Trainer award in the same year.
 - Most Improved Trainer: Student that's shown the most improvement from the previous year.
 - Seniors will also be recognized with a certificate/plaque displaying completion of the Kennedale Athletic Training (KAT) program.

STUDENT TRAINER POINT SYSTEM & ACADEMIC REQUIREMENTS

A point system will be used to assist in the evaluation of student trainers at Kennedale High School. This point system will go into effect the first legal day of practices of the school year. This point system will be used during the entire school year, for all sport seasons, including "off-seasons". This system will be used to help determine whether a student trainer earns a "varsity letter" as a student trainer.

Points will be used to provide incentives throughout the year to those who have proven their willingness to work and volunteer. Points will also account for 50% of the year-end vote for the "Most Valuable Trainer" award. The other 50% comes from a coach vote (get to know your coaches and establish a positive reputation with them).

The "point system" will be based on the following point values:

- **Treatments (around mandatory hours)** (each): 1 point
- **Training Room Duty** (before or after school, etc.): 5 points
- **Practices** (complete): 10 points
- **Sub-Varsity Games:** 15points
- **Varsity Games:** 20Points
- **Tournaments or Special Events:** Vary by activity but usually 30 points.
- **Perfect Attendance** (for a complete grading period): 25 points.
- **"A,, average** for all classes (for a complete grading period): 25points.
- **Excessive Absences** (more than 5 during a grading period): -25 points initially, and 5 points for each subsequent absence. (Exceptions due to extended illness and/or injury can be made by the LAT and/or Athletic Director)
- **Inappropriate Behavior** (Both in and out of the "program"): Automatic DQ of "student trainer of the year" award. (Can also be grounds for immediate removal, and/or "probation", from the program)
- **Class failure:** for any class and grading period: Automatic DQ of "student trainer of the year" award.

The minimum academic requirements to for the Sports Medicine Program are as follows:

- No grade lower than a "70" (No Pass / No Play).
- No grade lower than a "80" in the "Sports Medicine" AND "Athletics" classes.
- *Any student who is failing any class at any point is required to stay 45 minutes after practicing in our ACE program for mandatory tutoring.*

All student trainers must follow the state, UIL, and school district policies. Failure to adhere to these policies will result in the student trainer being placed on probation and/or removed from the program.

Probation (for both academic and/ behavioral) may consist of any of the following:

- Extra assigned duties such as cleaning the training room
- Required study time (study hall) at school
- Suspension from attending certain practices, games, or other functions related to the program.
- If academic and/or behavioral progress is not made and/or such violations continue to occur, the student will be removed from the program.

Any student that is ineligible for two grading periods in a semester will be removed from the program. Any student that fails "Athletics" or "Sports Medicine" for any grading period will also be removed from the program. Students can also be removed from the program for gross injustices by the student trainer at the discretion of the LAT and/or Athletic Director. Students can only reenter the program if sufficient academic or behavioral improvement is made.

STUDENT TRAINER "END OF DAY" TASKS

1. Clean and disinfect whirlpools.
2. Clean and disinfect the treatment and taping tables.
3. Clean and Polish all therapeutic modalities and make sure all rehabilitation equipment is in good working order.
4. Sweep and/or vacuum floors, especially behind tables and equipment, as well as the mats (both on top and underneath).
5. Restock taping and bandaging supplies on the tables, cabinets, counters, or other storage areas.
6. Fold all clean towels and other laundry and place in the appropriate locations. Make sure that all dirty towels and laundry are placed in the laundry hamper.
7. Organize & clean all supplies on counters and cabinets and report any deficiencies in supplies.
8. Check to make sure all injuries, treatments, and rehabilitations have been properly recorded on the proper forms and/or entered into the computer/book.
9. Make sure all training, trauma, and equipment kits are stocked and ready for activities.
10. Clean and disinfect all water coolers, water bottles, and ice chests and are stored in the proper locations.
11. Have all equipment and supplies cleaned and stored properly and/or ready for the next day's use.
12. Clean and organize the tops and outside of both the ice machine and refrigerator (Pitchers, Ice Bags, Flexiwrap, etc.)
13. Perform any other duties assigned by LAT's, coaches, or school administrators.

GRADING IN ATHLETICS

Grades are not based on a student-athletes' athletic ability. Grades will be based on the student-athletes' willingness to act, behave and cooperate in such a manner that will allow for the success of the athlete and the program itself. All student-athletes will begin each grading period with a grade of 100. Points will be subtracted for conduct or behavior unbecoming or detrimental to the program. Excessive absenteeism could result in a failing grade. An athlete could possibly fail the class or be removed from athletics.

**KENNEDALE HIGH SCHOOL
EMERGENCY ACTION PLAN**
901 Wildcat Way, Kennedale, TX 76060
(817) 563-8133

- I. **Stabilize** the athlete/patient. If necessary, **Assign** someone to locate the AED
- a. **AED #1 Located on the wall outside the athletic training room in Gary Dugger Fieldhouse**
 - b. **AED #2 Located in the athletic training room of the old fieldhouse**
 - c. **AED #3 Located in the back gymnasium hallway**
- II. **Contact the Athletic Trainers, Athletic Director, Admin on Duty, SRO, and/or Ambulance:**
- a. Athletic Trainers:
 - i. Shannon Johnson O): 817-563-8198
C): 682-215-9820
 - ii. David Rodocker O): 817-563-8133
C): 918-704-8010
 - b. Athletic Director & Assistant Athletic Director
 - i. Athletic Director: Richard Barrett O): 817-563-8030
 - ii. Assistant Athletic Director: Patti Bostad O): 817-563-8193
 - c. **Ambulance- 911- Ask for Kennedale Dispatcher**
 - i. **Assign someone to meet the ambulance at the street/door of entrance**
 - ii. The following information is required:
 - 1. **Address/Location** of Emergency
 - a. **Located in the Indoor Facility, Weight Room, or Athletic Training Facility.**
 - i. Ambulance will park in the south parking lot of the stadium.
 - b. **Located on Northern End of Fieldhouse, Baseball Field, Softball Field, or Tennis Courts**
 - i. Ambulance will park in the north lot outside of media center
 - c. **Located at the Old Fieldhouse or Gymnasium**
 - i. Ambulance will take driveway on west side of school and will stop at the Old Fieldhouse near Gymnasium doors
 - 2. **Name** of Caller
 - 3. **Nature** of Emergency
 - 4. **Phone Number**
- III. Hospitals:
- a. **John Peter Smith Hospital** (Level I Trauma Center)
1500 South Main Street Phone#: Main Operator: 817-702-3431
Fort Worth, TX 76014
 - b. **Cooks Children's Hospital** (Level II Trauma Center)
801 7th Ave. Phone#: Main Operator: 817- 85-1050
Fort Worth, TX 76014
 - c. **Texas Health Harris Methodist Hospital-** Downtown (Level II Trauma Center)
1301 Pennsylvania Avenue Phone#: Main Operator: 817-882-2000
Fort Worth, TX 76014 Emergency Room: 817-882-3333
 - d. **Mansfield Methodist** (Medical Emergency)
2700 East Broad Street Phone#: Main Operator: 817-622-2000
Mansfield, TX 76063
- IV. Obtain the following information from the athlete or from file:
- a. **Name, Social Security #, Age, Home Address, Insurance Carrier, Name of party responsible for changes, Next of kin and their contact information.**
- V. Notify parents and coaches of the patient and the circumstances and **DOCUMENT**

PARENT/GUARDIAN CONSENT FORM

I have sat down and read this handbook with my child, and we have agreed to its policies and procedures. There are no rules in this handbook interpreted as unfair, only rules to protect my son/daughter and hold him/her accountable as he/she becomes a young professional. I understand that should behavior and conduct unbecoming of a member in this program occur, the listed consequences can and will be taken.

The applicant (student) and I are aware of the time commitment from this program, and we will make every available effort to provide the student with transportation to and from the high school for practices, games, tournaments, and other miscellaneous events in which the student may wish to volunteer his/her services. We understand that there will be occasional late nights involved after games, particularly at away venues.

Parent/Guardian Signature: _____

Student Applicant Signature: _____

*Please keep the handbook as a reference. Please return this signature sheet to Coach Johnson and Ro-Doc.

