



**Athletic Training Student Aide Handbook**

**2026-2027**

## **Introduction**

Athletic training focuses on preventing, recognizing, treating, and rehabilitating injuries and illnesses, requiring student trainers to be knowledgeable and confident in their duties. As an ATSA, you serve as an extension of the Athletic Trainer, providing first responder support and playing a vital role within Mabank Athletics alongside coaches and athletes.

## **Mission of the Athletic Training Student Program**

The mission of the Athletic Training Student Program at Mabank High School is to help young adults learn responsibility for their work, be accountable for their actions, collaborate with peers, and be successful in a professional environment.

## **Goals**

- **Represent Mabank High School positively** at all times.
- **Develop skills and character** through educational opportunities, first aid experience, and a strong work ethic.
- **Be recognized for excellence** while contributing positively and enjoying teamwork with your peers.

## **Academics and Eligibility**

Athletic training will follow a No-pass/No-play guideline and follow all UIL grade reporting dates. In the event you fail a class, you will be placed on suspension for a minimum of two games or until passing. You will still be required to work on practices. At the end of the suspension, the ATC will discuss classwork with the teacher. If improvement is shown, the ATSA may return to full participation.

## **Commitment & Communication**

The ATSA program must be treated with the same level of respect and commitment as any other extracurricular activity or job. Students are expected to stay informed by regularly checking the group message and calendar, responding promptly, and communicating any scheduling conflicts in advance. Failure to show commitment or stay updated may result in dismissal from the program.

## General Expectations

- **Be dependable and committed:** Show up on time, have reliable transportation, and prioritize ATSA duties over outside jobs.
- **Maintain high standards:** Keep good grades, demonstrate respectful behavior, and avoid inappropriate conduct.
- **Be fully available:** Commit to working Monday through Saturday, including holidays and birthdays when required.

## Behavior & Attitude

As a member of the Mabank Sports Medicine Program, you represent Mabank ISD and the entire community, so you are expected to demonstrate exemplary behavior both on and off school grounds. Your conduct—both in person and on social media—reflects on the program and must always be professional and respectful.

## Confidentiality (HIPAA Law)

All athlete health information discussed or observed in the athletic training room must remain confidential and cannot be shared with anyone outside the staff. Taking photos or videos of athletes receiving medical treatment is strictly prohibited, and sharing such information is illegal.

## Athletic Training Room Expectations

- **Prioritize ATSA responsibilities first** and follow all directions from the Athletic Trainer while on duty.
- **Support athlete care and medical tasks** only if trained, including taping, stretching, stocking supplies, and keeping areas clean.
- **Follow professional conduct rules** by handling personal items and electronics appropriately and maintaining cleanliness at all times.

## Practice/Game Expectations

- **Be Present and Responsible:** Attend all practices/ games. If absent, notify the athletic trainer and find coverage.
- **Be Prepared and Professional:** Set up all necessary equipment and stay alert during events, promptly reporting any injuries to the Athletic Trainer. When working alone, you are responsible for packing and managing your kit and supplies, ensuring your kit is fully stocked for football.

- **Use Cell Phone Wisely:** Carry phones for emergencies only; keep them on vibrate and avoid using them during events unless necessary.

## Student Athletic Training Dress Code

Dress appropriately for the weather, event, and team, avoiding leggings, jeans, flip flops, slides, crocs, sandals, and inappropriate hats or visors. ATSA must be in proper attire whenever leaving the training room for practice or a game. **\*All dress requirements must also follow the school's dress code policy. Staff athletic trainers will have the final say in any questionable circumstances\***

	Practice	Games
<b>Tops</b>	Mabank or Plain, School Colored	Team Issued
<b>Bottoms</b>	Khakis, Sweats, Joggers, Athletic Shorts	Magellan Shorts, Joggers
<b>Shoes</b>	Tennis Shoes	Tennis Shoes

## Sport and Team Assignments

Sport assignments are based on need, staff decisions, academic eligibility, experience, coach requests, and the ATSA's preferences, not just age or grade level. ATSA's must cover at least two sports per year, and those not cleared to tape will not be assigned to varsity sports.

- **Varsity and high-injury sports receive priority**, and assigned ATSAs are expected to cover all practices and events unless excused by the Athletic Trainer.
- **Arrive early and prepared**, reporting to the ATR with enough time to set up and be at the practice site at least **15** minutes before start time, **30** minutes before game time.
- **Stay for the entire event** unless there's an emergency, and assist visiting Athletic Trainers before and after contests.

## Absences/Tardies

Excessive missed practices - defined as missing more than half of the day's practice, whether excused or unexcused- may result in the Athletic Trainer deciding if you can work the next game. Unexcused absences will prevent you from attending the following game and will follow school guidelines. Excused absences must be approved by staff in advance, and a 24-hour notice is requested for any planned absences.

- 3<sup>rd</sup> Absence/Tardy = Removal of a game

- 4<sup>th</sup> Absence/Tardy = Removal of second game
- 5<sup>th</sup> Absence/Tardy = Removal of sport

## Discipline

An incident is defined as **anything** that violates this handbook, the athletic code of conduct or the Mabank Student Handbook.

**1st INCIDENT:** Conference with Athletic Trainer and documentation.

**2nd INCIDENT:** Conference with Athletic Trainer and phone call to parent. Punishment will be assigned.

**3rd INCIDENT:** Removal from program.

**\* If a student is assigned to ISS or DAEP, their student athletic trainer will be reviewed, and they will be eligible for dismissal from the program.\***

## Athletic Lettering

Athletic Training Student Aides who are eligible for a letter jacket at the discretion of the athletic training staff. The following will be taken into consideration:

- **Academic & Behavioral Requirements:** Maintain passing grades, no suspensions due to behavior or dress code violations, and complete at least 95% of assignments.
- **Athletic Commitment:** Complete 2 full sports seasons, totaling a minimum of one year.
- **Department Expectations:** Remain in good standing with the sports medicine department throughout.

## Expenses

Students will receive three athletic training shirts, a windbreaker, and a kit from the program, but must purchase game-day shorts or pants and cover meal costs for field trips, totaling over \$100 annually. Participation in fundraisers is mandatory to help support the program and offset personal expenses.

## Parent and ATSA agreement

I have thoroughly read and understand the Athletic Training Student Handbook and agree to abide by the policies and guidelines set forth by the Athletic Training Staff at Mabank High School. I fully understand and accept the responsibility of working as an ATSA. I further understand that the health and safety of me and the student-athletes at Pearce High School is the primary concern of the Athletic Training Staff and I realize that I am an extension of the Athletic Training staff. **I will not talk about any injury, no matter how insignificant, to any person other than the Athletic Training Staff. (HIPAA Law)** \_\_\_\_\_ (initial)

In the event that the policies and guidelines of the Athletic Training Student Policy and Procedures Handbook are not followed, I will accept the consequences made as disciplinary action.

Student Name \_\_\_\_\_ Date \_\_\_\_\_

Parent ( Guardian) Signature \_\_\_\_\_

I (the parent of the above student) have also read the Athletic Training Student Handbook and agree to respect the policies and guidelines set forth by the Head Athletic Trainer. I understand that my child is making a commitment to a program that has many responsibilities. I also will respect the judgment for my child to travel for school approved trips. I also give permission for my child's photograph to be used in professional media to promote the Sports Medicine Program.

Student Name \_\_\_\_\_ Date \_\_\_\_\_

Parent (Guardian) Signature \_\_\_\_\_