



## **Athletic Training Student Aide Handbook**

**2021-2022**

**NAME:** \_\_\_\_\_

If you are interested in the Sports Medicine Program, please review and fill out this information sheet. Return it to Emily Beckman or Nicholas McElroy

**INFORMATION SHEET DEADLINE: APRIL 30, 2021**

## **Introduction**

The Mabank High School athletic program has a high number of athletes to Athletic Trainer ratio and it is difficult to provide medical coverage to every team, from freshman to varsity that represents Mabank High School/Middle School. The Athletic Training Program was developed to assist with the needed medical coverage and provide hands on medical experience for students who are interested in the medical field. The Athletic Training Student Aide (ATSA) acts as an extension of the Athletic Trainer and provides first responder coverage to their assigned team. This can be a large responsibility for the ATSA, however if the ATSA uses good time management, communicates well, and is committed to the ATSA program, it can work.

It is not fair to hold someone to high expectations if they do not understand what the expectations are; therefore this handbook is designed to help the ATSA understand what is expected of them. This handbook does not replace the MHS Student Handbook, athletic code of conduct, nor does it address every issue that the ATSA will face. It is the responsibility of the ATSA to read, comprehend, and be familiar with all of the policies in this handbook.

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## **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, and be successful in a professional environment. This mission will assist the ATS in a smooth transition from student to productive citizen.

## Goals

1. To meet the first aid needs of Mabank Athletes.
2. To produce quality high school students to excel in the classroom.
3. To provide educational experiences in a variety of settings.
4. To promote Mabank High School at all times.
5. To provide ATS with a multitude of opportunities to develop skills and character that will enhance their life after high school.
6. To award those individuals who have surpassed expectations and effectively displayed responsibility in their work habits.
7. To fundraise for the opportunity to attend an area ATS workshop/competition and upgrade more ATS equipment.

## Absences

1. If you miss practice excessively (excused or unexcused), the Athletic Trainer will determine if you can work the next game.
2. You will not be allowed to attend the next game after an unexcused missed practice. Unexcused absences will follow school guidelines.
3. An excused absence is one that is cleared by the staff before the absence.

## General Expectations

1. Be on time!
2. Maintain good grades and conduct. If you fail a class, you will be suspended and not allowed to go to games. You will be assigned field setup and break down for a full week that must be completed before the next grade check. Multiple failures and you will be removed from the program.
3. Students **must** be able to work Monday through Saturday, including most school holidays and birthdays if necessary.
4. Students **must** have a dependable way of transportation to and from practices and games including early mornings and late nights.

5. If you get a referral you will be on field set up and break down for the week, you will not work the upcoming varsity games, and multiple referrals you will be removed from the program.
6. The program needs dependable students. Outside work must not interfere with your ATSA duties. If work continues to interfere, you will be dismissed from the program.
7. Cooperate and work effectively with athletic staff members and other ATSA's, coaches, teachers, administrators, and athletes. You do not have to be their friend, but you must show respect even if they do not show it to you.
8. Driving the golf cart or gator is strictly prohibited as per the district Athletic Director.
9. ATSA's are not allowed to talk to anyone except the Athletic Trainer about injuries or status of an athlete. This includes coaches, teachers, friends, and family. Direct all concerned parties to the Athletic Trainer. This is a federal privacy law! It is against the law to distribute any such information without the consent of a parent or legal guardian. Anyone caught in violation will be immediately dismissed from the program.
10. Horseplay, foul/abusive language will not be tolerated.
11. Learn as much as possible on a daily basis. Observe injury evaluations and ask questions at appropriate times. Understand the reasons for what you are doing.
12. Supervise the Athletic Training Room if it is left in your charge and enforce all the rules and policies.
13. We don't do drama. Remember that you represent the Mabank Athletic Training program, so please carry yourself in a manner that coaches, faculty, and staff have nothing, but good things to say about you. Please check your attitude at the door.
14. Enjoy and have fun with what you are doing and learning.

## **Athletic Training Room Expectations**

1. While on duty, your ATSA responsibilities take precedence over homework.
2. Learn to administer proper first-aid, splints, and taping.
3. Make sure the taping stations are properly stocked and all tables and modalities are wiped clean as well as supplies put away neatly prior to leaving for the day.
4. Follow all procedures including cleaning.

5. Report all injuries to the Athletic Trainer.
6. Learn to stock the medical kits and personal kits properly.
7. Be aware of where all the supplies in the Athletic Training Room are located.
8. Tape, wrap, and stretch athletes before workouts as needed if you have been approved to do so.
9. Obtain permission from Athletic Trainer before administering any treatments on anyone.
10. Assist in record keeping as directed by the Athletic Trainer. (Physicals, injury reports, physician notes, treatment logs, etc.)
11. Book Bags and personal belongings must be placed in the designated area provided.
12. The Athletic Training Room is not a lounge or socializing area. Athletes will not be permitted to simply “hang out” in the Athletic Training Room. If an athlete has completed all treatments, ask them to leave.
13. The use of electronic devices (cell phones, Ipods, gaming devices, etc) may be used for personal use at the discretion of the Athletic Trainer, as long as they **can't be heard**. Do not let them interfere with your responsibilities or they will be banned.

## **Practice/Game Expectations**

1. Be in attendance for all practices and games that you are assigned to cover.
2. If you are going to be absent, it is the ATSA's responsibility to notify the Athletic Trainer. If you cannot make an event that you were scheduled to work it is your responsibility to get it covered.
3. Ensure practice fields are set up with necessary sports medicine equipment.
4. Be alert at all times during practice and games.
5. Report all injuries to the Athletic Trainer.
6. If you have a cell phone, carry it with you during practice and games. Make sure to have the Athletic Trainer's number for emergency use. Set cell phones to vibrate. Do not use them unless it is an emergency related to the sport you are covering.
7. The ATSA is not allowed to sit around and socialize at football practice/games. Make sure you are monitoring your area.

## **Academics and Eligibility**

The first year student athletic trainers are required to take Sports Med I. Second year students will be required to take Sports Med II while 3rd year students will be required to take Practicum-Sports Med.

Your academic success is extremely important. While being a SAT can provide valuable experiences and knowledge, it cannot gain you admission to college. Every student is expected to keep up with all classwork and assignments.

Even though athletic training is not a UIL activity, athletic training is still an extra-curricular activity and will follow a No-pass/No-play guidelines. This means you must follow 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. At the end of suspension, the ATC will discuss classwork with the teacher. If improvement is shown, the ATSA may return to full participation.

## **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.

## **Athletic Lettering Requirements**

In order for an ATSA to receive a varsity letter, they must be a sophomore, junior, or senior who has served one year in the program and covered a minimum of 2 varsity sports. If a student starts the program as a senior and completes one varsity season, they will qualify to receive a jacket. The ATSA must be in good standing with the program when given the opportunity to receive a jacket. The Athletic Trainer reserves the right to make exceptions as needed.

## **Sport and Team Assignments**

Sport and team assignments are not simply based on the age and year of the ATSA, although it is taken into consideration. Assignment to a sport will be based

on need, Athletic Training Staff choice, academic eligibility history, experience level, coach's request and lastly, ATSA's preference. If the ATSA is not cleared to tape, he/she will not be assigned to a varsity sport. **All students are required to work a fall, winter and spring sport during each school year.**

- Varsity sports will get preferential treatment as well as sports with a high injury rate.
- Assigned ATSA's will cover all practices and events unless otherwise arranged by the Athletic Trainer.
- ATSA must report to the ATR with adequate time to prepare for the event.
- ATSA should be at the scheduled practice site with the needed supplies at least ten minutes before the scheduled practice time
- ATSA **will not** leave the activity unless there is an emergency pickup/cleanup. Early release must be pre-approved.
- The ATSA is responsible for introducing his/her self to the visiting team's Athletic Trainer and providing them with assistance and needed items. This also includes checking with that team after the contest has ended.

**It is the responsibility of the ATSA to be informed of practice times/places, schedule changes and bus departures. Missing a bus is the same as missing a game.**

## **Student Athletic Training Dress Code**

Your personal appearance and hygiene is a direct reflection of you and the Sports Medicine Program. You will be expected to always be within the dress code and behave in a professional manner.

ATSA will primarily work in three settings – practices, games, and the athletic training room. The following guidelines should be used to determine proper attire for event coverage. **Be aware that all ATSAs are expected to change into appropriate attire for the ATR, practice, and game activities.** Low cut and midriff tops will not be allowed in the ATR or at practice. The Athletic Training staff makes the final decision about an article of clothing. Clothing that is distracting will not be allowed. When in doubt, ask first! Remember to also plan ahead for the weather. All clothing must meet district dress code criteria. Sagging is not permitted. If you are not in proper attire you may be asked to leave and be assigned TPs.

### **1. Athletic Training Room and Practices**

- 1. Pants:** Jeans, sweats, wind pants, and khakis. **NO LEGGINGS!**
- 2. Tops:** Mabank T-shirts, polos, sweatshirts, or jackets.

3. **Shorts:** Appropriate length khaki, jeans, or approved athletic shorts. **Shorts must be visible or you will be asked to tuck in your shirt.**
4. **Hats/Visors:** Any hat must be approved by the Athletic Training Staff. Any hats issued by MHS or are school colors will be acceptable.
5. **Shoes:** Tennis shoes are required. **NO FLIP FLOPS, SLIDES, OR SANDALS!** This is a safety issue as tennis shoes provide the student with stability and protection.

**2. Games** – Clothing may not have any holes or have any cuts visible.

Students should be dressed for games once you have left the ATR to go to the game. If the dress code is not met, you will be asked to leave the contest, or sit in the stands for the contest. Students will not be given credit for attending the game if they are asked to leave or sit in the stands. No cell phones or electronics are allowed during the game.

1. **Pants:** Khakis or Black Pants with a belt are permitted.
  2. **Shirts:** Mabank polos will (hopefully) be provided. It is an expectation that these be worn at games. Shirts must be tucked in for the games.
  3. **Shorts:** Khaki/cargo shorts without holes or torn/frayed are permitted.
  4. **Hats/Visors:** Mabank High School issued hats.
  5. **Shoes:** Tennis shoes are required for all game events.
- Dress appropriately for weather, the event, and the team**

## **Key Points to Remember:**

- The Athletic Training staff will make the final decisions about inappropriate clothing.
- Tennis Shoes are required while on duty.
- Maintain a professional appearance and behavior at all times (even when others do not).
- Hairstyle and piercings must be appropriate for a professional medical environment. Generally, if it meets the school dress code, it will be approved. ATS's not in compliance will be asked to address the issue before being allowed to return.
- Be Professional – you reflect Mabank High School, the Sports Medicine Program and the Athletic Training Staff. You are not a typical student at Mabank High School, you have fulfilled the requirements necessary to be a part of the Mabank Sports Medicine Program, so you should act and look like you are part of something special, not a normal student in the stands.



## **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 Mabank 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.

Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Student 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 judgement 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.

Parent (Guardian) Printed Name \_\_\_\_\_ Date \_\_\_\_\_

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

## **PLEASE ANSWER ALL OF THE FOLLOWING QUESTIONS**

What other extracurricular activities are you involved in and when are they conducted? Please include all current and future extracurricular activities/clubs/organizations.

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Why would you like to be a student athletic trainer at Mabank High School?

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Do you want to make Athletic Training or another medical profession a lifetime career? Explain your answer.

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List at least 2 personal and academic goals for this school year. Explain your answer.

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In your opinion, what are your strengths and weaknesses? Explain your answer.

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**Fill out the following with the most up to date information:**

Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Current Grade: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Home Number: \_\_\_\_\_ Cell: \_\_\_\_\_

Father/Male Guardian: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
Father's/Guardian's Address: \_\_\_\_\_ Cell: \_\_\_\_\_  
Father's/Male Guardian's Work: \_\_\_\_\_ Phone: \_\_\_\_\_

Please include the best method of contacting you, if needed, and include the contact if different from previous information:

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Mother/Female Guardian: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
Mother's/Guardian's Address: \_\_\_\_\_ Cell: \_\_\_\_\_  
Mother's/Guardian's Work: \_\_\_\_\_ Phone: \_\_\_\_\_

Please include the best method of contacting you, if needed, and include the contact if different from previous information:

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Are there any medical conditions we should be aware of? Are you currently taking any prescription medication? Please list all that apply.

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Emergency Contact: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Alternate Number: \_\_\_\_\_

**Statement of Non-Discrimination**

The Mabank Independent School District does not discriminate on the basis of race, color, national origin, sex, handicap, or age in its vocational programs, services, or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975, as amended; and Section 504 of the Rehabilitation Act of 1973 as amended.