



East View High School
Athletic Training Handbook
2021-2022

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Objective for East View High School Sports Medicine Team

The Athletic Training Department at EVHS is committed to providing the highest standard of sports medicine care to all EVHS student-athletes. This includes education, prevention, evaluation, recognition, treatment, and rehabilitation of injuries and illnesses associated with athletic participation. Referral necessary for additional medical and psychological evaluation and treatment is also provided.

The EVHS Athletic Training staff is dedicated to this mission and to the compliance with EVHS and UIL rules and regulations.

Objective for Student Athletic Trainer Program

This program is designed to allow students to observe and experience the field of sports medicine. Student athletic trainers will learn aspects of anatomy and physiology relating to sports injuries assist with the care and rehabilitation of injuries once proper skills are obtained, understand and assist with the application of modalities, and execute general athletic training procedures during games and practices under the supervision of a licensed athletic trainer. The ultimate goal of the student athletic training program is to excite our students about sports medicine and to prepare them for studies/practice in that field, should they choose to do so.

Athletic Training Room Rules & Policies

1. The first priority is the care and prevention of all athletic injuries.
2. We treat only EVHS athletes and visiting team athletes. The general student body will not be treated.
3. Do not keep the athletes in the training room longer than necessary.
4. All Medicine will only be distributed by the licensed athletic trainer.
5. NO SHOES ALLOWED IN THE TRAINING ROOM
6. No borrowing and/or taking of supplies without permission from the Athletic Trainer.
7. Proper attire must be worn at all times since these facilities are co-educational.
8. It is the responsibility of the athlete to allow for enough time for his/her treatment and still report to classes/practice on time.
9. Athletes are not allowed to turn on, off, or adjust any treatment machines in the training room.
10. All athletes need to let the Athletic Trainer know before seeing a physician for an athletic injury.
11. No self-treatment by athletes.
12. Athletes are not allowed to be on their cell phone during treatment/rehab
13. No hanging out/loitering—only injured athletes allowed
14. Be respectful—no profanity, horsing around, or loud voices/music
15. No food or drink allowed past sign in table
16. The athletic training room is not a social hangout. Only persons working or needing treatment are allowed in the athletic training room. This includes student athletic trainers, equipment managers, and athletes. Those not providing, receiving or awaiting treatment may be asked to leave.

STUDENT ATHLETIC TRAINER CONDUCT

General Expectations

- Use of cellphones will not be allowed unless family or medical emergency or given permission by licensed athletic trainer
- No laziness or sitting around while others are working
- Take initiative there is always something to be done
- Be on time for all classes, practices, and games
- Be in proper dress code at all times
- Communicate if you are going to be absent
- Maintain passing grades in all your coursework
- Students must be able to work together to complete tasks
- Students must be able to also work independently if needed
- Act maturely when on a trip with an athletic team
- Treat all athletes with the same respect you would want in return
- Do not do any treatment without the permission of the licensed athletic trainer
- When in doubt ask the licensed athletic trainer
- The training room is not a social hangout, if you are a distraction you will be asked to leave
- Honesty, loyalty, dedication and dependability should show in all your actions
- When away on trips sit in the front of the bus and do not be a distraction to the team
- You are responsible for having a stocked med-kit at every athletic event you work
- Do not let the athlete dictate to you what he/she wants done.
- Never leave the training room unattended if there are athletes in it.
- HAVE FUN!

Dress Code

The student will be issued both practice shirts/shorts and a game shirt at the beginning of each year. These items are the responsibility of the SAT. Failure to keep up with the items will result in the SAT having to pay for replacements. Items will be washed at school and kept in SATs lockers. Student Athletic Trainer Clothes Form will be sent home for parents and students to sign.

General Dress Code/Practice:

- Blue Jeans (No Skinny Jeans, no holes), wind pants, or athletic shorts (all shorts must be approved by Mrs. H. They should have a 5-inch inseam: black, navy blue, gray, or red)
- Athletic training t-shirt or individual sport t-shirt (must be specific to the sport you are working)
- No sandals, open-toed shoes, high heels, backless shoes, or boots. Tennis shoes/Athletic sneakers only

- Absolutely no skirts or dresses.
- Hair needs to be kept neat and pulled back in functional manner
- No tank tops
- No dangly jewelry that can get caught or in the way; no rings worn at football.
- No skinny jeans, tights, or leggings will be allowed
- Proper undergarments are required for light colored t-shirts, the garments should not be visible
- Shirts must be tucked in at all times

Outdoor Game:

- Jeans (no skinny, holes, or otherwise) or SAT shorts or pants (Shorts must have a 5-inch inseam)
- Sports Medicine polo or tee
- Tennis shoes or boots

Indoor Game:

- Black, khaki or dress pants
- Sports Medicine Polo or nice dress shirt
- Western: Jeans, boots, and a nice shirt

Failure to comply with the dress code can result but is not limited to the following consequences:

- A student who fails to be in dress code will result in a 10-pt. deduction from their weekly dress code grade
- Failure to be in appropriate attire for games will result in not working the game. Repeated offenses will result in the student being put on a probationary contract assigned by the athletic trainer, student, and parent specific to that individual athletic training student.

Interpersonal Relationships and Conduct

Relationship of Student Athletic Trainer to Student Athletic Trainer

- Must be cordial at all times
- No gossiping
- Must be able to work together effectively
- Stand up for others in the group
- Help others to become better student trainers
- Do Not belittle other student trainers if they don't have the same knowledge you do

Relationship of Student Athletic Trainer to Student-Athlete

- Relationship must be professional at all times
- Dating relationships should not interfere with the athletic training student's ability to do their job
- Keep relationships out of the Athletic Training Room
- Be respectful of all athletes regardless of prior experiences

Relationship of Student Trainer to Adults

- Treat all adults you come in contact with, with the utmost respect
- Address all coaches, doctors, or principals with either ma'am, sir, or Dr.
- Do not interrupt a drill, conversation or phone call unless an emergency

Confidentiality

- UNDER NO CIRCUMSTANCES ARE STUDENT ATHLETIC TRAINERS TO DISCUSS INJURIES OF ATHLETES WITH FANS, PRESS, MEDIA, FAMILY, FRIENDS, AND ANYONE ELSE THAT MAY BE ASKING. **THIS IS LAW THAT FALLS UNDER FERPA/HIPAA.**
- Refer all questions to the Staff athletic trainer
- All medical information is confidential and may not be discussed with anyone outside of the sports medicine staff under any circumstances

Social Media

There is understanding that student ATs have a right to speech and expression on social media. Please be aware, however, that any material posted that poorly represents or reflects the student AT or program may be addressed. Extreme violations of this policy may be grounds for removal from program.

Alcohol/Drug Use or Possession

The best advice is DON'T! Any student AT found in possession, using, buying, selling, or hiding will be removed from the program immediately! Any student AT found under the influence or arrested by authorities for possession or DUI/DWI will be removed from the program immediately! Any student who tests positive during a random school drug test will be removed for the remainder of the academic year. They must pass all follow-up drug tests and comply with all GISD policies pertaining to a positive drug test to be eligible to re-apply for the following academic year.

Disciplinary Policy

Every SAT is required to abide by the rules of the training room set forth by the staff AT as well as rules set by EVHS. The following procedures will occur if a staff AT deems necessary. If the problem cannot be resolved at the first level, it will advance to the next.

1. The SAT will have a meeting with the staff AT.
2. The staff AT will contact and inform a parent and the athletic director.
3. The staff AT will remove the SAT from the program indefinitely.

*If a SAT has had repeated disciplinary issues or is noncompliant with policy, they may be at grounds for removal from the program.

**If, for any reason, a student athletic trainer is sent to DAEP, this will result in removal from the athletic training program for one calendar year*

Lettering Policy

An EVHS SAT must meet the following criteria in order to receive their letter jacket:

1. Complete and participate in one and a half full years of the athletic training program. This includes attendance in at least three full sports seasons. (If three full seasons are completed during one school year, this will not count toward lettering. You must finish another semester)
2. Students must be currently CPR/FA/AED trained as well as proficient in all taught skills required.

When the student AT has completed the above criteria, and has remained in good standing with the program, they will be fitted for their letter jacket at the next available fitting date and will receive their letter jacket. If the student AT has fulfilled the above criteria and has already received a letter jacket through another activity, they may order themselves their respective patch for participation.

Eligibility

If a student fails a grading period, the student will be placed on probation (unable to work games/travel) until grades improve. This is a UIL requirement. Mandatory proof of tutorials will be required on a weekly basis while the student is on probation. Failure to maintain a C grade in all classes for two consecutive grading periods, will be on academic probation until the following school year. SAT must pass all classes for the remainder of the school year to return.

Failure to maintain a C grade in all classes for three grading periods during a school year, will result in dismissal from the program. Academics are essential for a student's success and we understand the demands of our program. That being said if a student is ineligible that SAT will be responsible for finding coverage for their games. The games that they miss will have to be made up. That can be done by attending treatments before school or working other games once they regain their eligibility.

Attendance Policy

- Student Athletic Trainer (SAT) is expected to be at practices and games of assigned sport
- Student Athletic Trainer will get one day off a week during FB season. All appointments tutorial and other activities need to be taken care of on that day.
- **This could include weekends and holidays**
- If the SAT isn't able to attend they are expected to find another SAT to work in their place and communicate the change with the Staff athletic trainer.

- Students are required to be on time for sports medicine classes, practices and games.
- SAT must arrive at least 1 hour prior to games
- SAT is expected to stay and work for the entirety of the game or practice
- SAT will not be allowed to leave early unless communicated before hand
- If transportation arrives early the SAT will wait until their responsibilities are finished

Failure to comply with the above Attendance Policy can result but is not limited to the following consequences:

Unexcused: Sports other than FB

- First tardy to practice or game is a warning
- Second and third tardy to a practice or game will result in extra duties in the ATR (SAT is responsible for getting the game covered)
- Fourth and any subsequent tardiness will result in the SAT being put on a probationary contract assigned by the Staff athletic trainer, student and parent
- First unexcused absence from a practice or game will result in a 10-pt. deduction from your weekly participation grade and a one game suspension (SAT is responsible for getting the game covered)
- Second unexcused absence from a practice or game will result in a 20-pt. deduction from your weekly participation grade and a two-game suspension (SAT is responsible for getting the game covered.)
- Third and any subsequent absence will result in the SAT being put on a probationary contract assigned by the Staff athletic trainer, student, and parent.

Excused:

- If excused absences or tardiness become an issue that will be handled on an individual basis.
- The student is responsible for trying to find someone to cover their duties.

Vacations/Family Emergency/Ineligibility

- If a SAT is going to miss for any of the above **reasons** they are expected to communicate with as much advance notice as possible.
- The student will be required to find coverage for any game/practice missed
- The student will be required to make up all hours missed
- Ineligible student loses off days until they regain eligibility

Football Absences

Leaving from stadium (not returning to unload): loss of day off

Unexcused Missed Weekday/Saturday Practice: loss of off day and add that week Saturday

If SAT does not show to Saturday, they will lose their next varsity game

Second occurrence – loss of day off, added Saturday and loss of varsity game

If SAT does not show to Saturday, they will lose the rest of their varsity games

Excused Missed Weekday/Saturday Practice: This means someone is covering your day and it is approved ahead of time by Mrs. H. The payback day is already scheduled.

Unexcused Missed Game – Loss of day off and add that week Saturday

Excused missed game – Loss of off day

Missed Thursday Game – loss of next varsity game

Missed Thursday after school – 6:30 AM report on Friday

Family Emergencies should be communicated as soon as possible

Switches must be approved and documented: any switch that is not approved counts as unexcused

Vacations/Camps/Family events/Work/Tutorials are not excused absences: all time must be made up prior to working varsity game.

ALL MISSED PRACTICES OR GAMES ARE REQUIRED TO BE MADE UP prior to working varsity football games.

Personal Belongings and Lockers

The athletic training room is not a place to store personal items. Every student AT is required to keep all of their personal belongings in the SAT locker room. This includes clothes, shoes, books, backpacks/bags, food, etc. There will be lockers assigned to you in the fieldhouse for your personal items. Students are not allowed to have personal locks unless the Staff AT has a Key or the combination.

Food in ATR

Food is allowed in the ATR for immediate consumption before games/practices. However, there is to be no food or trash left in the athletic training room. Food and wrapping can attract all types of critters and can leave the athletic training room in unsanitary conditions. Anything left will be discarded and eating/food privileges will be revoked for the entire student staff.

Grading Policy

Sports Medicine Class

The student will start the program in Sports Medicine I, whether they are a freshman or not, and will continue through the classes for the duration of the program. This is a class that will focus on the anatomy and physiology of the human body as well as the profession of Athletic Training. Each year the material will build upon what was taught the year before. Sports Medicine I will begin the second year a student is in the program.

Athletic Period Class Expectations

The grades in this portion of the class are based solely on participation. You will be graded weekly on your attendance and dress code. Each week the student will start out with 100 points for each category, and they can both gain and lose points throughout the week. Those reasons are listed below.

Dress Code:

- 10 Points will be deducted for each day of not being in the proper practice or game attire that was outlined in the dress code section.
- Points lost for a dress code violation cannot be gained back.

Participation:

- You will be deducted 10 pts. from your weekly grade for each unexcused absence
- Points will be deducted for failure to complete tasks that are given daily (field set-up, laundry, putting away supplies, other duties as assigned)
- Points can be added for work that is above and beyond what is expected. (100 is highest grade possible) SAT will also be graded on how well they work their assigned games for that week

Student-Parent Contract

Dear Parent or Guardian,

We are excited to have your son or daughter as a member of our Student Athletic Training Program. We feel this is a great opportunity for students to gain exposure to a professional health care setting while creating new friendships and having fun.

It is important to us that you are aware of all that your son or daughter will be involved in as a part of this club both because we want you to know what a great opportunity it is and aware of the time commitments (early mornings, late nights, some weekends) involved. Your child may also have the opportunity to travel to athletic events.

Please read through this handbook with your son or daughter and if you have any questions, please don't hesitate to contact us. Once you are aware of all that is involved with this program, please sign below and instruct your child to return this form to Melissa Harrington (Mrs. H.) or Malia Garza.

Thank you—we look forward to a great year!

Sincerely,

Melissa Harrington and Malia Garza
EVHS Athletic Trainers

Parent Consent Form

I have read the student handbook and give permission for _____ to participate in the Student Athletic Training Program at East View High School.

Parent Signature _____ **Date** _____

I have read the student handbook and will abide by all the guidelines, doing my best to complete the requirements but always recognizing that academics are most important. I recognize the importance of teamwork and will do my part, keeping a positive attitude and communicating with others.

Student Signature _____ **Date** _____

Publication of picture and name:

I _____, give permission / decline permission for my child's picture to be used on the Athletic Trainer webpage, Sports You, other athletic training publications. All pictures will be positive in nature and will only be related to athletic training. (No different than a team picture in the yearbook)

I _____, give permission / decline use of my child's name only, no photo, for recognition on Athletic Training website, Sports You, or school/community recognition.

Parent Signature

Date

Student Signature

Date

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