



Clements High School Sports Medicine Program



Student Athletic Training Handbook

Bianca Allen, *Head Athletic Trainer*

Holli Dawson, *Assistant Athletic Trainer*

COMMITMENT

It is not the desire of this program to consume all your free time as a student. However, assisting in the health and well-being of the Ranger athletic population is a huge responsibility. If you truly have made a commitment to this program, to the athletes, and to yourself – you will remember to give your obligation the respect it deserves. It IS NOT the policy of the Sports Medicine Department to beg student athletic trainers to work. If a lack of commitment is evident and such behavior persists then you will eventually be dismissed.

OBLIGATIONS (SCHEDULING & CURRICULUM)

Weekly and monthly schedules will be posted. Some areas of scheduling will be open for discussion – others will not. If for some reason you cannot meet your student athletic trainer obligations (illness, school, conflict, etc.) it is imperative that you contact staff athletic trainers as soon as possible (within 24 hours) via SportsYou app, phone call, or email so that arrangements can be made in your absence. If you miss for any reason (including illness) and **YOU FAIL TO COMMUNICATE** - a note from your parent/doctor must be turned in or the absence will be considered unexcused. For those in the class: absences from athletic training room responsibilities are considered absences from class – and will be treated as such.

The Clements Sports Medicine Program is continually striving to improve the education and experiences of the student athletic trainers. As a student athletic trainer, you will be responsible for in-class work and independent study work. The ability to maintain eligibility, punctuality, attendance, and following the dress code will determine a major portion of your grade (if you are in the class) and scheduling for game coverage.

Outside of sports related scheduling, it is an expectation that you:

- Report and participate in FBISD Student Athletic Training Aid Workshop, prior to Fall semester starting.
- Participate and complete CPR/First Aid certification offered over the summer.
- Participate in the lectures provided throughout each semester.
- Utilize “Knowt” flashcards.
- Complete case and poster presentations (topics provided by staff athletic trainers).
- Participate in FBISD, GHATS Quiz bowl competitions and Olympics competitions, dates are provided beforehand.
- Participate in recruitment of middle school applicants at hosted Career Days.



Clements High School Sports Medicine Program



HOLIDAYS

Athletics in general do not take school holidays off. While we do not expect student athletic trainers to miss all family trips over breaks, a certain level of commitment is associated with this position. All student athletic trainers need to notify the staff athletic trainers ASAP regarding time out of town over holidays. This will allow the schedule to reflect your trip. If you fail to provide proper notification, it will be your responsibility to find switches for assignments as they are needed.

COMMUNICATION

Communication between us, our student athletic trainers and their parents is essential. Each student athletic trainer will be required to download and use the communication app “SportsYou.” All forms of communication will be posted in the “Clements Sports Medicine Student Aids” group. Student athletic trainers can request personal cell phone numbers of staff athletic trainers, however at no time should the staff athletic trainers phone numbers be given out to ANYONE (students, coaches, parents, etc). Please keep communication to the business hours of 8am-6pm during the school week. On the weekends and holidays, unless it is an emergency, please wait until the weekday to contact the staff athletic trainers.

- Bianca Allen phone: 281-634-2215 email: bianca.allen@fortbendisd.gov
- Holli Dawson phone: 281-634-2215 email: cn_holli.dawson@fortbendisd.gov

SWITCHING

ALL switches for assigned/volunteered for games/practices **MUST** be approved by a staff athletic trainer **IN WRITING**. There will be a binder (aka – THE SWITCH BINDER) that will aid you and the staff in keeping track of the switches that take place. This binder will be kept in a designated place. A staff athletic trainer **MUST** approve **ALL** switches/trades. If the switch/trade form is not complete – **IT WILL NOT BE SIGNED AND DOES NOT COUNT**. Switching is only allowed with one other person—no three or more-way trades will be allowed. A student’s willingness to work for one of their teammates in a time of need without receiving anything in return is a true sign of commitment to the team. **SWITCHES CAN ONLY BE MADE WITH STUDENT ATHLETIC TRAINERS THAT YOU SHARE THE SPORT WITH.**



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GENERAL EXPECTATIONS/INFORMATION

- **Confidentiality** – The Buckley Amendment along with the HIPAA Laws allow student-athletes the right to privacy of their records. The athletic training staff will uphold this along with the right of all people to have medical records kept confidential. ALL INFORMATION OBTAINED HERE, STAYS HERE unless the athlete and his/her guardian, if applicable, sign a medical records release.
- **Athletic Training Room (ATR) Rules** – As a student athletic trainer, you are expected to be the example, not the exception, and this applies to the ATR Rules. Student athletes will look to you as an example of acceptable behavior in the Sports Medicine setting. Please familiarize yourself with these rules – a copy can be found in the athletic training room.
- **Equipment** – Being in the Sports Medicine Program will afford you the opportunity to work with many different first-aid and rehabilitative pieces of equipment. Some of these pieces of equipment are not expensive and others can cost upward of several thousand dollars. Each staff athletic trainer will do their best to teach you about each piece of equipment and how best to use it. However, it is your responsibility to learn as much about each item in your spare time as a student athletic trainer. It is also your responsibility to help maintain and keep in top condition all the equipment you are cleared to use. If at any time you lose, break, or notice a broken piece of athletic training room equipment, it is of the utmost priority that you inform a staff athletic trainer at the very first opportunity. The staff athletic trainers may also revoke your privilege to use the athletic training room equipment if they feel the need to do so. If you do not feel comfortable using equipment, please notify a staff athletic trainer. If you travel with a team and bring athletic training room equipment such as a kit, water bottles, etc. it is your responsibility that this equipment is returned upon the team's return to campus – **not kept overnight at home or in your car.**
- **Travel** – If the opportunity arises, student athletic trainers are expected to abide by all team rules, including curfews and dress code, when traveling. Travel is not an excuse for poor academic efforts; arrange with your classes in advance. WHEN TRAVELING ON A BUS, ALL STUDENT ATHLETIC TRAINERS AND EQUIPMENT ARE TO SIT IN THE FRONT OF THE BUS WITH THE COACHES AT ALL TIMES – NO EXCEPTIONS. You must abide by the coach's rules. If the coaches say no talking, that goes for you as well.
- **Arrival Times** – If you are traveling with a sport on a road trip - it is your responsibility to double check your departure time to ensure that you are on time. For most road trips, you must arrive at least 15-30 minutes before the team departure. If you are working a varsity football home or away event, you will not be allowed to go home and return to the school. This is crucial so that you can assist with setting-up, taping, etc. A good rule to live by is "IF YOU'RE ON TIME YOU'RE LATE." If you are working a home game other than varsity football you are to check and see what time you will be expected to report with the on-duty staff athletic trainer.
- **Socializing** – There is to be no gossiping during games or practices. You are there to pay attention to your environment/surroundings. Handle your business/gossip before or after your scheduled practice/game. We encourage you to be friendly – however - remember that you have a job to do and so do the athletes. **DO NOT DISTRACT THE ATHLETES!** This is also extremely important for your safety!



Clements High School Sports Medicine Program



GENERAL EXPECTATIONS/INFORMATION - Continued

- **Cell Phones** – It is strongly encouraged, but not necessary, that you have a cell phone. These come in very handy for those late-night returns to campus, as well as notifying staff athletic trainers of injuries while on the road. However, there is to be NO CELL PHONE OR HEADPHONE USAGE DURING PRACTICE/EVENT COVERAGE for any reason. (This includes texting)
- **Radios** – Always have your radio on the correct channel with the volume turned up – this will save valuable time in case of need. You must always use proper radio etiquette and remember the Sports Medicine Rules on confidentiality. You never know who may be standing next to somebody on the other end of the radio. Never say anything that you do not want to be shared with everyone. For this reason, radios are to be used for **PERTINENT INFORMATION AND EMERGENCIES ONLY**. Please keep in mind that these radios are expensive and must be returned in the same condition (or better) to the chargers. Also please remember to turn them off before charging.
- **Taping** – Each student athletic trainer will have the opportunity to learn several different taping jobs for the prevention/support of athletic injuries. It is **imperative** that **everyone** tapes and is comfortable doing so. All students will be approved to tape by the staff athletic trainers. Once you are approved, you will be **expected** to tape athletes when necessary. You will not be scheduled to work games if you do not meet taping requirements.
- **Varsity Letter** – ***Student athletic trainers can earn a Varsity Letter for Athletic Training.*** As a student athletic trainer, you will be eligible for this privilege after completing the requirements on the Clements Sports Medicine varsity letter requirements page. (See page 13)
- **Scholarships** – During senior year, the student athletic trainers are encouraged to work closely with their counselors for College and Career readiness and may be eligible to apply for a variety of scholarships. The following are examples of scholarships that may be available (Please see Trainer Allen for more information).
 - The Greater Houston Athletic Trainers' Society (GHATS) Scholarship
 - Southwest Athletic Trainers' Association Scholarship
 - Texas State Athletic Trainers' Association Scholarship



Clements High School Sports Medicine Program



CONDUCT & DISCIPLINE

You have the responsibility to yourself, your family, the CHS athletic department, and to FBSID to conduct yourself in a professional manner. Anyone who brings undue embarrassment to the Sports Medicine Program and/or Clements High School may be dismissed from the program.

- ***Social Media*** – You are a representative of the Clements High School Sports Medicine Program and Clements High School Athletics. The way you carry yourself reflects on us, everyone affiliated with Clements High School. If there is any use of profanity, inappropriate content, pictures, or videos of you drinking alcohol, holding alcohol, or any drug or substance abuse you will be placed on probation immediately. If this happens more than once, there will be immediate dismissal from the Sports Medicine Program and removal from the Sports Medicine/Athletics class. If any of this is done in your Sports Medicine clothing/gear, then you will be removed from the Sports Medicine Program and Sports Medicine class immediately.
- ***Passion Marks/Hickeys*** – You are not to attend any athletic training events or wear ANY sports medicine clothing with a passion mark or hickey on your body. Covering these up is not an option. You will be asked to leave; it will count against you for attendance, and you must find a replacement for your assignment that day. If this occurs more than once, it will result in dismissal from the Sports Medicine Program and removal from Sports Medicine/Athletics class.
- ***Outside of School Mishaps*** – If you do anything illegal or inappropriate off campus that brings undue embarrassment to the Sports Medicine Program and/or Clements High School it will lead to probation depending on the severity of the offense. After being placed on probation once, if anything similar happens again it will result in dismissal from the Sports Medicine Program and removal from Sports Medicine class. If necessary, there will be immediate dismissal from the Sports Medicine Program and removal from Sports Medicine/Athletics class without probation.

***If you cause any undue embarrassment to the Sports Medicine program or the school while wearing Clements/Rangers Sports Medicine or any Sports Medicine clothes, you will be dismissed from the Sports Medicine Program and removed from Sports Medicine/Athletics class IMMEDIATELY. ***

ISS/DAEP/SATURDAY SCHOOL/DETENTION/SUSPENSION

Student Athletic Trainers not only represent Clement HS, but also Clements Sports Medicine and the athletic department. Student Athletic Trainers should behave so that they are not given any of the above-mentioned assignments. This includes proper conduct in class and being on time to class. In the event that a student athletic trainer is given Detention, Saturday School, or ISS, the first offense will result in probation unless otherwise determined by the Athletic Training staff and Clements HS Administration. The second offense will result in dismissal from The Clements Sports Medicine Program unless otherwise determined by the Athletic Training staff and Clements HS Administration. Suspension and DAEP assignments will result in automatic dismissal from the program.



Clements High School Sports Medicine Program



DISCIPLINE POLICY

An accumulation of warnings will result in the removal from the Sports Medicine program.

- *First offense:* Discussion of the problem, problem solving tactics to resolve the issue, verbal and documented warning, parents and coaches will be informed.
- *Second offense:* Discussion of the problem, problem solving tactics to resolve the issue, verbal and documented warning, counselors/principles/coaches/parents will be notified. You will also be suspended from the next game for which you will need to find someone to work for you.
- *Third offense:* Your parents will receive a phone call/email and participation status with the sports medicine program will be terminated.

ACADEMIC RESPONSIBILITIES

Academics are the primary focus of the Sports Medicine Program and should be given priority over your duties as a student athletic trainer. For this reason, a strict but fair outline is in place to ensure that you dedicate the utmost attention to your academic endeavors. It is your responsibility to inform the staff athletic trainers that you need to alter your schedule to concentrate on academics. However, this needs to be the exception rather than the norm. Failure to meet UIL standards will not be accepted.

- ***Grade Monitoring***
 - A failure list published by the school as soon as grades are in for each marking period will be monitored by the staff athletic trainers. You will also be asked to send your progress reports and report cards to the staff athletic trainers for grade monitoring.
 - If you are ever in danger of failing, you will be brought into conference with the staff athletic trainers and a growth plan will be made. You will be expected to follow the growth plan. If you do not follow the growth plan, then you will be placed on probation.
 - Your staff athletic trainers have also graduated from school and can help you with any subject you are struggling with. Do not hesitate to be proactive and ask for assistance. We want you to succeed and excel in all that you do.
- ***UIL Eligibility***
 - You must maintain a 70% or higher in each of your academic courses at all times.
 - If you receive any score of less than 70% at a UIL grade-check you will be ineligible to cover any games until the next progress report indicates you have regained eligibility.
 - If you are ineligible, you will be scheduled to only work athletic practices (unless otherwise discussed with Staff AT's) – however, it will be your responsibility to find coverage (switches) for the games you are to miss during your time as ineligible.
 - If you pass at the time of the next progress report, you may return to cover games.
 - If you continue to be ineligible by the 3rd grade check, you will be dismissed from the Sports Medicine Program. This will result in a change of schedule and the need to reapply for the program, if eligible.
 - A corrective action plan will be discussed. If the instructor/teacher recommends tutorials, it is an expectation that you are present and working to improve your grade(s).



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DRIVER'S EDUCATION

Becoming eligible to drive is one of the most exciting and anticipated events in a teenager's life. We realize that you may be taking these classes during the school year; however, they should be scheduled so that it does not interfere with your assigned athletic training room schedules. We ask that you schedule these classes during your off-season or summer. If that is not possible, communicate in advance so that proper scheduling can be done. For those in the Sports Medicine/Athletics class, remember this is a class too, and failure to attend will affect your grade.

SPECIFIC POLICIES OF OUR DEPARTMENT

FBISD Emergency Action Plans (EAPs), Clements High School EAPs, and sport-specific emergency drills will be reviewed and completed before each fall, winter, and spring sporting seasons. STUDENT ATHLETIC TRAINERSs are also expected to do the below:

- Injury Reporting
 - All injuries should be referred to staff athletic trainers
 - Do not try to cover for an athlete who is injured, it is your duty to let someone know they are hurt
- On the Field
 - BE PRESENT: Do not sit on the field at any time and stay off your phone
 - Keep an eye out for injuries
 - Be aware of your surroundings to avoid injury to yourself or others
- Vehicle/gator usage is only allowed for FBISD Athletic Department personnel, coaching staff, and staff athletic trainers at Clements High School.

EVALUATIONS

At the conclusion of each semester, an evaluation will be done with each student athletic trainer. This will consist of each student reviewing themselves followed by a review by the staff athletic trainers. These evaluations will be discussed with each student individually. This process will allow the students and staff to monitor progress and make any needed changes. Evaluations will also be a true test of the student athletic trainer's ability to handle constructive criticism. (See page 14)



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RELATIONSHIP OF STUDENT ATHLETIC TRAINERS TO:

- **Staff Athletic Trainers** – The staff athletic trainers are charged with the health care of the student-athlete. Thus, the staff athletic trainers are responsible for your actions. The staff athletic trainers are reasonable and willing to discuss questions or problems. However, discussions should be held at the appropriate time and place. Due to the nature of our business, there are times when questions should be held for later – just follow instructions for the time being. Athletics is an emotional business – do not let yourself get caught up in the excitement.
- **Upper-Level Student Athletic Trainers** – These students “know the ropes” and will be of assistance to the newer student athletic trainers. Check with them or a staff athletic trainer when you are not sure about something that you have been asked to do.
- **Fellow Student Athletic Trainers**— Remember you are “family!” Please remember the “golden rule” and treat one another with the highest respect. Always keep in mind that other people are watching you. If problems arise, please notify the staff athletic trainer immediately. If problems continue within the group, dismissal from the program will be made at the discretion of the staff and administration.
- **Team Physician** – This Athletic training room would not exist without our team physician. We must treat him/her with the respect that he/she has earned. As a student you will have the opportunity to get to know and work with the team physician. You can also learn by watching and listening to discussions. If you are called on to report to the doctors or assist them, be sure to give them detailed information when reporting and follow their instructions specifically and efficiently.
- **Coaches** – Learn to get along with the coaches and make it a habit of learning their names – this information could be valuable in a time of need. However, as a student athletic trainer you should never discuss any injuries with a coach. ALL INJURY INFORMATION SHOULD COME FROM A STAFF ATHLETIC TRAINER. If you are covering a sport alone, you can fill the coach in on basic information. Coaches are human and can become frustrated by factors beyond anyone’s control. Do not take it personally if a coach raises his/her voice towards you. Keep your head and do your job.
- **General Public, Media, and Student Body** – The Buckley Amendment along with the HIPAA Laws allow student-athletes the right to privacy of their records. You may be confronted as to the health of an athlete by anyone. This information is CONFIDENTIAL to everyone outside of the doctors, athletic trainers, and coaches. This information should not be discussed outside of the athletic training room. This includes classmates, the yearbook committee, friends, and family. In such situations, it is the only appropriate time to act ignorant (“I DON’T KNOW – I’M ONLY A STUDENT”).
- **Student-Athletes** – The athletes are your peers. Thus, it is sometimes difficult to maintain a professional relationship. **THERE WILL BE NO FRATERNIZING WITH THE ATHLETES DURING TREATMENTS, PRACTICES, OR GAMES – PERIOD.** As a student athletic trainer, you are here to assist in the prevention and treatment of athletic injuries – not to PAMPER athletes. Do not discuss an injury with an athlete in specific or speculative terms. If you ever have a problem with a particular athlete, bring it to the attention of a staff athletic trainer – ASAP. Remember, to treat these athletes as you would like to be treated yourself. As a reminder, **IT IS STRONGLY RECOMMENDED THAT STUDENT ATHLETIC TRAINERS REFRAIN FROM DATING ATHLETES WHEN WORKING WITH THAT SPORT IN SEASON.**



Clements High School Sports Medicine Program



DRESS CODE

As a member of the Clements Sports Medicine Program, you are expected to stay within the CHS dress code and always maintain a professional appearance. This must be achieved to uphold the same standards of the athletics department. As a student athletic trainer, we are expected to follow the rules and standards of the athletics department. The final decision on any dress code issue is to be at the discretion of the staff athletic trainers.

- **TO BE PREPARED YOU NEED:**

- Mandatory Clements Sports Medicine Practice Tops in Columbia Blue, Gray and Navy.
- Mandatory Clements Sports Medicine Polo in Columbia Blue and Navy.
- Appropriate length (5 inches or more) black or gray athletic shorts for practices.
- At least one pair of good quality Docker style khaki shorts -- (5 inches or more).
- At least one pair of good quality Docker style khaki pants.
- At least one good black or brown belt for game days and AT Events.
- At least one pair of good quality, solid gray or black wind or sweatpants.
- Black or gray rain gear is recommended.
- At least one pair of athletic shoes for practices and games.
- Ladies – consider investing in sports bras (V neck polos are often revealing when moving around).

- ***Hair***

- Must be kept in a neat and professional manner.
- Must not be a distraction or dyed in any unnatural colors.
- Should be pulled back and kept out of your face while working.

- ***Piercings***

- No excessive body piercing (tongue, navel, etc.) may be visible at any time while at school or representing the school or the Clements Sports Medicine Program.
- Tongue rings must be clear while working as a Student Athletic Trainer (all events representing Clements Sports Medicine).
- Nose piercings must not be distracting.

- ***Footwear***

- Athletic shoes must be worn at all times while you are at practices and games – this includes during the academic day during the Sports Medicine/Athletics class period **(NO CROCS, NO EXCEPTIONS).**
- OSHA guidelines require closed-toe shoes in a work environment. This is also for your protection and allows you to be able to jog/run if needed.
- Lockers are available – it is recommended that you take advantage and keep a spare pair of shoes in the athletic training room lockers.

- ***Hats & Jackets***

- Jackets, hats, and visors are acceptable; however, they must be appropriate and school colors.
- The logo of another school/league/team or their mascot is FORBIDDEN.



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DRESS CODE – Continued

- **Academic Day**
 - While you are allowed to follow the school dress code during the school day you must remember that your dress may not be appropriate to fulfill your athletic training room work obligation. You must be mindful of this fact – if your apparel is not appropriate or practical you will be required to change for the Sports Medicine/Athletics class period.
 - Further details of Sports Medicine/Athletics class attire will be provided in the class syllabus.
- **Practice/Treatments**
 - Football Practices: Uniform Clements Sports Medicine t-shirts and black or gray athletic shorts/pants must be worn to all practices without exception. **Absolutely no jeans/denim, biker shorts, tights, or yoga pants are allowed. No exceptions!** Athletic shoes as outlined earlier for practices. **NO CROCS! NO EXCEPTIONS!** Fanny packs must be stocked and worn during football practice.
 - Winter/Spring Sport Practices and Treatments: Sports medicine practice shirt and black/gray athletic pants/shorts with tennis shoes is the required attire. **Absolutely no jeans/denim, biker shorts, tights, or yoga pants are allowed. No exceptions!** When working practices for winter and spring sports, tennis shoes are required.
- **Games**
 - **Varsity Football**
 - Students will wear designated collared Clements Sports Medicine Polo. **This shirt is to be tucked in at all times during the game.**
 - A black or brown belt is a part of the Sports Medicine Uniform and is required.
 - Students will wear Docker style khaki pants. These garments must be of good quality and look professional.
 - Fanny packs must be stocked and worn at all times.
 - **ALL STUDENTS WORKING THE GAME TOGETHER MUST BE UNIFORM AND WEARING THE EXACT SAME CLOTHING.**
 - **Freshman & JV Football**
 - Students will wear designated Clements Sports Medicine shirt.
 - A black or brown belt is a part of the Sports Medicine Uniform and is required.
 - Students will wear Docker style khaki shorts on warm days. Students will wear Docker style khaki pants on cold days. These garments must be of good quality and look professional. You will be informed on which to wear for the evening.
 - Fanny packs must be stocked and worn at all times.
 - **ALL STUDENTS WORKING THE GAME TOGETHER MUST BE UNIFORM AND WEARING THE EXACT SAME CLOTHING.**



Clements High School Sports Medicine Program



DRESS CODE – Continued

- ***Volleyball & Basketball***
 - Students will wear designated collared Clements Sports Medicine Polo. **This shirt is to be tucked in at all times during the game.**
 - A black or brown belt is a part of the Athletic Training Uniform and is required.
 - Students will wear Docker style khaki pants. These must be of good quality and look professional.
 - With the approval of the staff athletic trainers, a non-polo style Sports Medicine shirt may be approved for games.
 - Fanny packs/Kits must be stocked and with you at all home and away games.
- ***Soccer, Softball, and Baseball***
 - Students will wear designated collared Clements Sports Medicine Polo. **This shirt is to be tucked in at all times during the game.**
 - A black or brown belt is a part of the Athletic Training Uniform and is required.
 - Students will wear Docker style khaki shorts on warm days. **No athletic shorts allowed.** Students will wear Docker style khaki pants on cold days. These garments must be of good quality and look professional. You will be informed on which to wear for the evening.
 - With the approval of the staff athletic trainers, a non-polo style Athletic Training shirt may be approved for games.
 - With the approval of the staff athletic trainers, black or gray sweatpants can be approved for colder games.
 - Fanny packs/Kits must be stocked and with you at all home and away games.
 - **ALL STUDENTS WORKING THE GAME TOGETHER MUST BE UNIFORM AND WEARING THE EXACT SAME CLOTHING.**
- ***THE DO NOTS***
 - DO NOT FOLD YOUR SHIRT UNDER INSTEAD OF TUCKING IT IN.
 - DO NOT WEAR COLORED DENIM/PANTS.
 - DO NOT WEAR SHORTS/PANTS THAT ARE TOO TIGHT.
 - DO NOT WEAR SHORTS/PANTS THAT ARE CUT TOO LOW.
 - DO NOT WEAR SHORTS/PANTS WITH HOLES IN THEM.
 - DO NOT WEAR PANTS WITH FREYED/CUT CUFFS.
- ***DRESS CODE DISCIPLINE***
 - If you are not in dress code, you will be instructed to correct the problem.
 - *In Class* - If a dress code violation is not willfully and quickly corrected, the student's parent will be notified, and the student will still be expected to participate. Student will receive a warning the first time, after the first time it will reflect in the grade book.
 - *For Games/Events* - If a dress code violation is not willfully and quickly corrected, you will be sent home. Student will receive a warning the first time, after the first time it will reflect in the grade book.



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Revised 1/7/2025

LETTER JACKET POLICY

Earned letter awards are purchased by the school, the rest of the jackets and patches will be the student athletic trainers' responsibility. All lettering is pending the staff athletic trainer's approval.

Student Athletic Trainers qualify to receive their letter jacket by completing all the following:

1. Completing two consecutive years as an athletic training student:
 - i. Within those two years student must not have had more than 4 unexcused Sports Medicine related absences and completion of the following:
 - Two years of working football season
 - a) Varsity & Sub Varsity Assignments
 - Two years of working assigned Winter or Spring Sport
 - Two years of attending assigned after school practices and treatments
2. Receiving two consecutive years of at least "average" evaluations from the staff athletic trainers.
3. Maintaining academic eligibility for two consecutive years.
4. Having two consecutive years of no disciplinary infractions within the Sports Medicine Program and outside of the Sports Medicine Program.
 - i. This includes ISS, DAEP, Saturday School, Detention, Write Ups, dismissal from games or practices due to attitude, dismissal from games or practices due to not being in dress code.



Clements High School Sports Medicine Program



Student Athletic Trainer Evaluation

Name: _____ Date: _____ Grade: _____ Year(s) as an AT: _____

Evaluation Scale:

5 – Excellent/Outstanding

4 – Good/Above Average

3 – Average

2 – Fair/Below Average

1 – Poor/Unsatisfactory

BA Signature: _____

HD Signature: _____

NG Signature: _____

Student Signature: _____

Area of Evaluation	Student	BA	HD	NG
Attitude (pleasant/positive disposition daily)				
Enthusiasm (enjoys being a student trainer)				
Classroom Performance (grades and discipline in academic classes)				
Willingness to Learn (seeks out knowledge and completes assignments)				
Reliability (on time and ready)				
Initiative (makes an effort to find things that need to be done and do them)				
Ability to work with/respect athletes (appropriate relationships)				
Ability to work with/respect coaches/school officials				
Ability to work with/respect student athletic trainers				
Ability to work with/respect Licensed Athletic Trainers				
Flexibility (ability to adapt to a changing schedule)				
Follow/Uphold Athletic training room Rules (be an example help enforce TR rules)				
Time Management (prioritize and avoid procrastination)				
Organization (keep business and lockers in order)				
Record Keeping (update treatment log, write injury reports, file)				
Leadership (knowing when to lead and when to follow)				
Athletic training room Care (take an active role in daily and weekly cleaning)				
Equipment Care (use, maintenance, care, report malfunction/broken)				
Skill (athletic training skill and knowledge)				
Resourcefulness (problem solving, knowing when you do/don't need help)				
Appearance (follows school/Sports Medicine dress code, appropriate)				
Communication Skills (remain positive and respectful, please/thank you)				
Tactfulness (know the situation – act and speak appropriately)				
Willingness to Accept Criticism (respectful behavior/attitude adjustment)				
Self Confidence (know what you know and use it confidently)				
Professional Promise (future ability to seek a career in healthcare/if desired)				

Please list at least three student athletic trainer traits/abilities that you believe to be your strengths:

Please list at least three student athletic trainer areas/abilities that you would like to improve on:

Student Trainer Comments:

Staff Athletic Trainer Comments:



Clements High School Sports Medicine Program



Definitions:

- *Athletic Training/Sports Medicine:* A professional career that encompasses the prevention, examination, diagnosis, treatment, and rehabilitation of emergent, acute, or chronic injuries and medical conditions. These services and treatments are under the direction of or in collaboration with a physician, in accordance with their education, training and the state's statutes, rules and regulations
- *NATA:* National Athletic Trainers' Association. Professional national governing body for certified Athletic Trainers.
- *UIL:* University Interscholastic League.
- *Student Athletic Trainer:* Clements High School approved students that provide first aid care and practice/game coverage. Student athletic trainers are a crucial part of ensuring the health and safety of our student athletes. Under the supervision of the certified athletic trainers, they can be on the sidelines of practices and games, aid with hydration, field set-up, athletic training room inventory and cleanliness, basic first aid, and learn taping/wrapping of athletic injuries.
- *Professionalism:* As defined by Merriam-Webster Dictionary, the conduct, aims, or qualities that characterize or mark a profession or a professional person. Further explained by the NATA, professionalism is established through professional values which can be reflected through strong character traits such as application of ethical principles, demonstration of compassion, respect, humanistic, caring, and trustworthy actions.
- *Respect:* to consider worthy of high regard
- *HIPAA:* Health Insurance Portability and Accountability Act of 1996 (HIPAA). National standards for the protection of individually identifiable health information by three types of covered entities: health plans, health care clearinghouses, and health care providers who conduct the standard health care transactions electronically.
- *FERPA:* Family Educational Rights and Privacy Act. A federal law that protects the privacy of student education records.
- *EAP:* Emergency Action Plans should be established for specific venues and reviewed annually or as needed. These plans should include providing access to emergency equipment at each athletic venue as soon as possible following an emergency. Recommended training for member leaders and member coaches in first aid, CPR, and use of AEDs. This is mandatory per UIL Coaching Requirements. Training of officials, parents and athletes is also encouraged. Coaches should also be educated on emergency situations and factors that increase risk of catastrophic injury or sudden death.
- *CPR:* Cardiopulmonary Resuscitation
- *AED:* Automated External Defibrillator



Clements High School Sports Medicine Program



STUDENT ATHLETIC TRAINER - ACKNOWLEDGEMENT OF RECEIPT OF HANDBOOK

Printed Name: _____ Grade: _____ Date: _____

IN REVIEW – Student athletic trainers work as an extension of the staff athletic trainers. Many of the responsibilities student athletic trainers perform are cleaning and general athletic training activities. Many of the duties are not entertaining but are essential to a working athletic training room. These duties include, but are not limited to, the following:

GENERAL RESPONSIBILITIES

- Working under and are responsible to the staff athletic trainers.
- Assisting the staff athletic trainers with the treatment of athletic injuries.
- Assisting the staff athletic trainers with rehabilitation of athletic injuries.
- Taping athletes as directed by the staff athletic trainers.
- Administering first aid as directed by the staff athletic trainers.
- Reporting all injuries to a staff athletic trainer and completing injury reports for each incident reported.
- Learning by observing, listening, participating, and asking questions.
- Assist in record keeping as directed by a staff athletic trainer – including filling out the Daily Treatment Log, answering the phone and taking messages, filing, Injury Reports, etc.
- Learning the location and purpose of all equipment in the athletic training room.
- Assisting with current stocking/inventory of all types of equipment and supplies.
- Preparing equipment and supplies for all practices, games, meets and contests as directed by the staff athletic trainers.
- Proper cleaning and storage of all types of equipment and supplies used during practices and/or games.
- Maintaining storage areas in a neat and organized fashion.
- Keeping the athletic training room clean and sanitary. The athletic training room is a medical facility and should be treated as such.
- Performing all other duties as assigned by the staff athletic trainers with efficiency and diligence.

HOURS

- A. Student athletic trainers are required to work on an “as assigned” basis if it does not interfere with their schoolwork.
- B. A staff athletic trainer must be notified asap if you are absent from school and unable to fulfill your work obligation on a particular day.
- C. All switches/trades must be in writing in the switch book and signed or they do not exist.
- D. Missing your athletic training responsibility is like missing school; missed work and written excuses are due in a timely manner or your grade and game scheduling will be affected.

DRESS CODE: All student athletic trainers should be dressed professionally and conservatively. This policy's purpose is to bring no attention to anyone on our team.

DISCIPLINE: If a discipline problem does arise the situation will be handled according to guidelines and referred to their assistant principal if the situation requires.

In the event of not following attendance, attire, and discipline requirements, you will receive two warnings.
After the second warning, if the problem persists, you will be removed from the program.

I have read and discussed with my parents and understand the academic, time, and conduct requirements necessary to be a student athletic trainer at Clements High School. I fully accept responsibility for my conduct and my academics. I also agree to abide under the standards set for me as a student athletic trainer in this program.

Student Signature: _____ Date: _____

I have read, discussed with my son/daughter, and understand the academic, time, and conduct requirements necessary for them to be a student athletic trainer at Clements High School. I fully support my child in this endeavor. I understand that my child's participation in this program is a privilege, to be earned and maintained as such.

Parent Signature: _____ Date: _____