

STUDENT ATHLETIC TRAINING HANDBOOK

2024-2025



TRAVIS SPORTS MEDICINE

TRAVIS SPORTS MEDICINE

SAT POLICY MANUAL

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Mission Statement

The mission of the Travis High School Sports Medicine Program is to provide quality athletic training service by providing current and sound athletic training skills and services to each Travis High School student-athlete regardless of sport; and to provide appropriate educational, social opportunities, and athletic training experiences for student athletic trainers.

Vision Statement

The Sports Medicine Program at Travis High School will strive to provide students-athletes with the most comprehensive, highest quality individual sports medicine health care available in a professional, efficient, and compassionate manner. We will strive to be a sports medicine department that is recognized for its athletic training staff, health care services provided to student athletes, and academically successful student athletic trainers who matriculate to college programs.

Commitment

Assisting in the maintenance, health care and well-being of all Travis athletes is a great responsibility. While we do not intend to consume all your free time, we do ask that you make this responsibility a priority. It will be your responsibility to make certain that your assigned games and practices are covered in the event of your inability to cover your scheduled assignments. If a lack of commitment is apparent, and such behavior persists, then you will be replaced and or dismissed from the sports medicine program.

Work Obligation/ Punctuality

SAT's will be scheduled to work games and practices. Schedules will be posted regularly. Some areas will be open for discussion, however, others will not. Tardiness will not be tolerated. You must be on time for work, practices, games, and travel. Do not make a team wait for you under any circumstances. If you find yourself in a situation that will cause you to be late for any athletic training activity, let the licensed athletic trainers know ASAP. Excessive tardiness without proper notification will result in dismissal from the sports medicine program.

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Personal Qualities

- **Dependability:** Being dependable includes punctuality, following directions, completion of tasks as assigned, enforcing the rules of the athletic training clinic, asking for help if needed, and showing initiative.
- **Dedication:** You must be dedicated to your personal success in the sports medicine program.
- **Sincerity, Honesty, Loyalty, and Integrity:** We work in an environment governed by many rules and requirements. Each student is responsible for adhering to the rules. As a SAT your personal relationships must adhere to higher standards. You are undoubtedly friends with many of the athletes; you must not let this relationship affect your judgment.
- Finally, **Friendliness**, and a **Sense of Humor** are a necessity. As a staff, we all put in long hours and we must get along.
- **Stamina, Ability to Adapt, Empathy, Ability to Communicate, Intellectual Curiosity, Ethics**

Professionalism/Conduct

Please keep in mind that you are a representative of Fort Bend ISD, Travis High School, the athletic department and the sports medicine program. You have a responsibility to yourself, your family, our program, and the high school to conduct yourself in a professional manner. Observe rules as they are set by licensed athletic trainers. Respect all people and treat all people (i.e. Mr., Mrs., Coach, Dr., etc.) with the respect that their position deserves. Do not, under any circumstances, allow an athlete access to any athletic department property without prior authorization from the licensed athletic trainer.

Your words (even on social media) and actions will have a direct reflection on the entire program. You are expected to act as a professional while at work. Excessive socializing, flirting, and any other unprofessional behavior will not be tolerated. You are also expected to act in a mature and responsible manner while away from the athletic training room. There will be zero tolerance for any SAT caught doing anything illegal. Anyone who brings disgrace or undue embarrassment to the Travis Sports Medicine program or Travis High School, will be dismissed from the program.

Evaluations

Athletic trainers are in a unique position of being under the radar, but ever present. With this role you are constantly being evaluated by the head and assistant athletic trainers, coaches, parents, and administrators. You are a representative of this program and your behavior is a direct reflection of this program. At the conclusion of each semester, an evaluation will be completed with each SAT. Students will be evaluated in key areas such as work ethic, professionalism, and attitude, in addition to an assessment of their academic performance. Students will complete a self-evaluation form and have a meeting to discuss status and progress with the staff athletic trainers.

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SAT Interpersonal Relationships

Head/Assistant Athletic Trainers

Licensed athletic trainers oversee the health care of all student-athletes and are ultimately responsible for your actions. Any discussions about athletes, injuries, program rules or any other problems should be held at appropriate times. At the appropriate time, do not hesitate to address problems or concerns with the licensed athletic trainers. Discussions regarding athletes or other athletic training clinic matters are to be held in the strictest confidence and not repeated to peers, athletes, etc.

Coaches

As a SAT, you must maintain your professionalism. Never discuss an athlete's injury with a coach. All injury information should come directly from the licensed athletic trainers. If a coach does anything that makes you upset, uncomfortable, or uneasy, do not take it personally. Report any incidents to the licensed athletic trainers immediately. Work hard to remain calm and do your job under pressure.

General Public, Media, and Student Body

You may be confronted with questions as to the health of an athlete by many individuals. This information is CONFIDENTIAL to everyone outside of our team doctors, athletic trainers, and coaches. This includes, but is not limited to classmates, friends, and family. Confidential information will not be discussed outside of the athletic training room. Refer all questions to the licensed athletic trainers.

No SATs will talk to the press, radio, TV or any outsiders about the following: athletes, injuries or policies and procedures of the athletic department. Do not make any statements that may be considered a policy of the Travis Athletic Department.

Athletes

Student-athletes at Travis High School are your peers. You are required to maintain a professional relationship when performing athletic training tasks. There will be **no** fraternizing with the student-athletes during treatments, practice, or games. If the licensed athletic trainers perceive a problem, it will be addressed.

No SAT will: make a diagnosis, recommend or give treatment, medication, and/or rehabilitation programs without consultation with the licensed athletic trainers. You will not declare any player "unable for participation" or discuss in any way the seriousness, options, operations, or any phase of rehabilitation with the athlete without consultation with the licensed athletic trainers.

Communication! Add these numbers to your phone:

Athletic Training Office: (281) 634-7046

Licensed ATs: Jay Jones (620) 330-6598; Meghan Bacak (805) 509-4971

SportsYou App

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Dress Code Policy

As a member of the Travis Tigers Sports Medicine Program, SAT's are always expected to maintain a professional appearance. SAT's will observe good practices of personal hygiene and appearance. All clothes worn to athletic training events will be school colors Red or Grey with secondary colors of white and black. No exceptions without authorization of licensed athletic trainers.

Each year, you will be issued a minimum of one apparel item to wear for games and events and one t-shirt for general wear. Other clothing will be issued as needed. Remember, when you are wearing this clothing, you are representing not only yourself, but also the Travis Tigers Sports Medicine Program. We typically include additional items for purchase that are not required. You will need to provide black or khaki shorts, pants, and athletic shorts for the respective events (see game and practice attire below).

Uniforms must be returned, or a fee will be added to your school account.

Personal Appearance:

- Hair shall be neat, clean, and well groomed, and worn in a style and color that is not distracting.
- Mustaches, beards, or goatees shall be neat, clean, and well groomed, and worn in a style that is not distracting.
- Cleanliness and personal hygiene will be common practice.
- No body piercings that are distracting, or that pose a safety concern.
- Revealing clothing of any type may not be worn (midriff, cleavage, leggings, shorts shorter than fingertip length).

Footwear:

- Closed toe athletic shoes must be worn to all practices and games to conduct your work safely and efficiently. Uggs, Sandals, TOM's, Flip-Flops, or Crocs are not acceptable for any practice, game, match, or meet.
- Each student is expected to wear closed toe shoes with flat rubber bottoms during working hours in the athletic training clinic.
- No open toe shoes will be worn during working hours in the athletic training clinic, practice, games, tournaments, etc.

Dress:

- Clothes will be clean and in good repair (no holes, cuts, or frays)
- **Game attire** – students will wear designated sports medicine polo & khaki or black pants. Shirts should be tucked with a belt or neatly hang around the waist. Visor or hat (*outdoor sports only*) may be worn with brim towards the front. *For JV and freshman football games- a practice shirt will be selected by those working the game and black athletic shorts.*

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- NO JEANS are permitted for any games and NO SHORTS are permitted for indoor or varsity games unless otherwise instructed by licensed athletic trainers. Leggings are never appropriate for any events unless worn under appropriate pants for cold weather.
- **Practice attire** – students will wear appropriate length shorts and Travis logoed/school colored t-shirts or collared shirts. Fanny packs must be stocked and worn during football practices and games.
- **TR attire**- school appropriate clothing must be worn any time you are working in the AT clinic.
- **During inclement weather**- you will be given any necessary exemptions to rules by LATs.

Academic Policy

Your academic standing should be your primary concern. Each student is expected to pass all academic course work.

U.I.L. Eligibility

- Students must always maintain a 70% or higher in each course.
- If a student receives any score less than 70% on a U.I.L. grade check, you are declared ineligible until the next grade check (approximately three weeks) and placed on academic probation.

Program Qualifications

- SAT will be required to maintain a 70% or higher grade in all classes
- Students will be required to attend tutorials if their grades fall below 70% in any class
- If a student fails any subject area during a grading period, the student will be expected to attend tutorials daily until a passing grade in all subjects is reflected on an official progress report.
- If you are ineligible, you will be scheduled to work athletic practices, but all game duties will be suspended until eligibility is regained.
- Failure to attend required tutorials will result in further disciplinary action.
- If a student is failing at the conclusion of the next grading period they will be suspended. During this period, students will continue to work assigned practices, but no games, and will be required to attend mandatory tutorials.
- Failing two or more grading periods- your continuation in this program will be evaluated and is grounds for dismissal.
- If necessary, it is your responsibility to inform the Athletic Training Staff that you need to alter your schedule to focus on academics. We have high expectations of you, and we count on each student to reach these goals.

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Work Schedule Responsibilities

Being a student athletic trainer requires a major time commitment- quite possibly more than playing a sport. Students will spend as much time in the athletic training clinic as it is necessary to ensure complete care of athletes, maintenance of the equipment, and cleanliness of the athletic training facility.

- Each student will enter the days they need off with appropriate details (reason, specific time frame, etc.) in SportsYou prior to the schedule being published. Any off days requested after a schedule is published must be accommodated with trades or covers from another SAT. Only emergencies will be excused.
- Special cases in schedules should be discussed with the licensed athletic trainers.
- Any changes in scheduling must be approved by the licensed athletic trainers. Changes should be requested via SportsYou.
- Each student will be provided a SportsYou account (which may be shared with parents/guardians) through which to access the schedule. Schedules will be provided at least one week in advance- please note that changes happen frequently and sometimes on short notice.
- Printed or emailed schedules can be made available by request.
- Each student should allow for no conflict Monday through Friday from 2:45 P.M. to 6:00 P.M. if possible. If a conflict is unavoidable, discuss it with the athletic training staff immediately.
- If a SAT will miss a class day for an athletic event, they are responsible for their own work.
- Each student will find out and make appropriate arrangements prior to leaving, what class assignments they are going to miss and are responsible for making up any missed assignments.
- If the student will miss a test or quiz, they will need to plan to take that quiz or test before they leave for the scheduled athletic event.
- If a SAT is traveling with a team, it is the SAT's responsibility to find out what time team buses are leaving and have all equipment ready to get on the bus at least 10 minutes early.

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General Policies

- The Athletic Training Clinic is a medical facility dedicated to prevention, treatment, and rehabilitation of injuries to our interscholastic athletes. It is not a lounge or student hangout.
- All injuries or illnesses should be reported to the Athletic Training Clinic no later than 7:30 AM the following day. If possible, report the injury/illness immediately to the licensed athletic trainer. If the athletes do not report any illness/injury in the morning or during the athletic period, they will be assumed to be ready for full participation that afternoon.
- Any athletes desiring to be taped for participation should be involved in a daily rehabilitation routine. Taping does not add to their strength, flexibility, or endurance, and the stability of taping is much less than that gained through a rehabilitation program. If an athlete is to be taped, it is their responsibility to finish their prescribed routine *prior* to being taped.
- It is an athlete's responsibility to complete the assigned treatment plan for any injuries daily until released by the licensed athletic trainer. All treatment, including rehab, must be completed in the Athletic Training Room. Absences will be reported to the Licensed Athletic Trainers as well as the Head Coach.
- Under no circumstances are athletes to treat themselves. Someone on the athletic training staff will supervise their program and will make any changes, as necessary.
- The Athletic Training Clinic will be open at least 1 hour prior to a practice or game and 30 minutes afterwards. Regular Athletic Training Clinic hours will be posted each semester as well.
- All physician appointments should be scheduled through the Athletic Training Clinic. If one of our team physicians is not covered by an athlete's insurance policy, we will assist them in getting a referral to a physician who is covered by their plan. Any outside visits to a physician must be reported to the AT staff by the following day.
- The Team Physician is the final authority concerning an athlete's participation status following an injury or illness. In the absence of the Team Physician, the licensed athletic trainer (LAT) will make that decision.
- **Hand Hygiene:** Sinks and hand sanitizing stations are available throughout the Athletic Training Clinic for use as needed, before, after and during encounters with patients.
- **Confidentiality:** We abide by HIPAA and FERPA guidelines for patient confidentiality. Only authorized individuals shall have access to patient records. Student Athletic Trainers may have limited access while under licensed athletic trainer supervision. Athlete files will remain in the locked office or under password protection electronically. Patient details and treatment information will only be discussed with members of the Sports Medicine team, respective coach(es), parents/guardians, or the athlete themselves.
- **Documentation:** All treatments will be documented through our injury management system (RankOne) as well as any supporting documents (physician notes, rehab protocol, etc.) filed either electronically in the school's designated drives or physically in the athlete's folder.
- **BBP, EAP, Heat, Lightning, Concussion** and any other supporting guidelines will be updated and kept available in print, electronic, and web-based formats.

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Daily Care of Athletes

Every student athletic trainer will have the opportunity to provide care for athletes involved in the Travis High School athletics program. The SAT must do everything possible and within reason to attend to their medical needs. Every SAT must follow a prescribed pattern for maximum efficiency and effectiveness of the Sports Medicine Program. Whenever an athlete presents with a medical problem- physical or emotional- the student athletic trainers will:

- Log all treatments into the computer accurately.
- Question the athlete about how long the injury has existed.
 - How is the athlete affected by this problem?
 - Has the athlete experienced a similar problem in the past?
- If injury is physical, inspect the area completely.
 - Check Range of motion, strength, flexibility, pain, deformities, swelling, inflammation, blistering, cuts, and other abnormalities.
- If emotional, ask questions and listen; show concern.
- If you can, get a second opinion from another member of the AT program.
- Never let the athlete tell you what he/she wants.
- Never give a treatment on an athlete without thoroughly evaluating the situation. Then proceed cautiously.
- Re-evaluate daily before giving any treatments.
- Always give positive feedback to an injured athlete.
- Never use electronic modalities without the permission of the licensed athletic trainer.
- Never discuss an athlete's physical or mental condition with unauthorized persons.
- Communicate directly to the Licensed Athletic Trainers on a regular basis about injured athletes and their progress.
- Never do anything that makes you feel uncomfortable when evaluating, treating, or rehabilitating an athlete- always use discretion.

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Varsity Football SAT Game Day Duties

Pre-Game

- Pack trunk and kits for sidelines – Load Trailer
- Fill coolers with ice and water prior to team going out for pre-game
- Prepare ice buckets for sidelines- depending on weather
- Set up training equipment behind benches of home team where applicable
 - Orange emergency kit
 - Crutch/Splint Bag
 - Red Splint Bag/AED
 - 2- 10 gallon coolers
 - 2- 7 gallon coolers
 - 2- Ice chests
 - Treatment Table
- Tape any players that need tape
- Game day assignments will be provided prior to leaving for the game

During the game:

- Student Athletic Trainers will oversee water for the players.
- Always look for injuries, cuts, abrasions, someone guarding a body part, etc.
- Designated group leaders will be responsible for monitoring athletes if licensed athletic trainers are busy.
- Students assigned to half time will leave the field with five minutes left in the half to set up the drinks and snacks in the locker room.
- Water players for all time-outs. Cover your half of the field or the officials.

Post-Game

- Following the game, student trainers will return all Travis sports medicine equipment to the athletic training clinic and make sure it is cleaned and properly stored.
 - Treat players if needed.
 - Clean any areas that are used for post-game treatments.
 - Sweep floor in AT clinic.

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SAT Gameday Coverage

The Athletic Training Medicine Staff will provide medical coverage to all sports sanctioned by the Travis Athletic Department as well as any person approved by a physician or Licensed Athletic Trainers. The Athletic Training Staff will provide limited medical coverage to Physical Education Classes, any student not in athletics, or athletes injured at home.

Home Game

- Set up field / courts 1 hour before team warm-up.
- Open the athletic training clinic 30min. - 1 hour before team warm-up.
- Be on the field/court during warm-up.
 - Help coaches if needed.
 - Meet athletic trainers before game.
 - Check Phone (in case of emergency; battery and ringer).
 - Give post-game treatments if needed.
- Clean everything up after the game.

Away Game

- Find out what time the team leaves at least 2 days in advance.
- Prepare kit, ice and any other needed equipment beforehand.
- Be on the bus at least 10 minutes before they leave.
- Give post-game treatments if needed.
- Keep track of injuries and treatments.
 - Find out what injuries your team has and what treatment they are receiving.
 - Report all injuries to licensed athletic trainers.

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Suspension/Dismissal Policy

It is the policy of the Travis High School Sports Medicine program that all SATs will follow the rules of the sports medicine program, athletics, and the school. It is the view of the licensed athletic trainers that the actions of any one student in the program reflect on the athletic department and sports medicine program at Travis High School. Flagrant or continued violations of any of the program or school rules will not be tolerated and are grounds for suspension/dismissal from the sports medicine program. Violations of these rules are not limited to on school campus or on athletic trips. SATs represent us in everything they do; therefore, these rules always apply.

A flagrant violation of rules is one where the student has violated a rule such as fighting, use of illegal substances (including alcohol and tobacco), abuse of social media, jeopardizing the health and/or safety of themselves or others. Continued violations of rules [continued tardiness to classes or athletic training activities, unexcused absences from class or the training room, repeated discipline referrals, etc.] will result in suspension/dismissal. A student in the sports medicine program may be removed at any time and will be placed in an equivalent class to avoid any adverse effect on anticipated graduation.

Prior to dismissal, students will be given warnings/suspension at the discretion of the athletic training staff. If a student DOES NOT uphold standards stated in the handbook, there will be a personally tailored probationary period with specific rules based on offenses that were committed by student. If while on probation, any new offenses occur or stipulations are not met, dismissal from the program will occur. Dismissal from the sports medicine program is not limited to specific violations listed above and is at the discretion of the athletic training staff.

I have read the SAT handbook and understand the requirements and expectations for being a student athletic trainer. As a SAT at Travis High School, my signature below reflects my agreement to adhere to these policies and maintain a commitment to my academics and the Travis High School Sports Medicine Program.

Please sign and return.

Student Athletic Trainer (Print Name)

Student Athletic Trainer Signature

Date

Parent/Guardian Signature

Date

If you have any questions or concerns, feel free to contact us.

Travis Athletic Training Staff – 281.634.7046