



Lewisville High School
Athletic Training Student
Handbook
2020 - 2021

Introduction

The Lewisville High School athletic program has a high number of athletes to Athletic Trainer ratio and it is difficult to provide quality medical coverage to every team, from freshman to varsity that represents Lewisville High School. The Student Athletic Training Program (SATP) was developed to assist with the needed medical coverage and provide hands on medical experience that might lead to a future interest in the medical field. The Student Athletic Training Program (SATP) acts as an extension of the Staff Athletic Trainer and provides first responder coverage to his/her assigned team. A first responder is knowledgeable in basic sports medicine, first aid and CPR/AED. This can be a large responsibility for the SAT, however if the SAT uses good time management, communicates well and is committed to the SATP, 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 SAT understand what the expectations are. This handbook does not replace the Lewisville Student Handbook, nor does it address every issue that will be faced. It is the responsibility of the SAT to read, comprehend, and be familiar with all the policies in this handbook.

Sheridan Melson, MS, ATC, LAT

Austin R. DeBoer, MPA, ATC, LAT

Melissa Tice; ATC, LAT

Mission of the Student Athletic Training Program

The mission of the Athletic Training Student Program at Lewisville 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 SAT in a smooth transition from student to productive citizen.

Goals

1. To meet the first aid needs of LHS Athletics.
2. To produce quality high school students who excel in the classroom.
3. To provide educational experiences in a variety of settings.
4. To promote Lewisville High School at all times.
5. To provide the SAT 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 give 2 state elective credits through successful completion of Sports Medicine I and Sports Medicine II.

Program Admittance Requirements

To be admitted into the Athletic Training Student Program, the student must complete the requirements listed below. Students will be selected based on overall scores on the application packet. The total number selected is dependent on the number of applicants. The staff Athletic Trainer's has the right to make exceptions.

Complete the following steps to apply:

1. Turn in a completed Application by the deadline.
2. Read the SATP Student Handbook, and submit a signed Parent and Student Agreement.
3. Write an essay as per the instructions on the application.
4. Enrollment or completion of Sports Medicine I and/or Sports Medicine II (conflicts should be addressed to the staff Athletic Trainer and are on a case by case situation).
5. Turn in three reference forms.
6. Complete 10 days of volunteer work with LHS sports.

To remain in good standing as an SAT, the student must do the following:

1. Follow the policies and procedures outlined in this handbook.
2. Complete Sports Medicine II after Sports Medicine I.

Incidents

An incidence is defined as *anything* that violates this handbook or the Lewisville Student Handbook.

1st INCIDENCE: Informal warning and consequences from Staff Athletic Trainer.

2nd INCIDENCE: Conference and other consequences with Staff Athletic Trainer.

3rd INCIDENCE: Parent conference.

4th INCIDENCE: Removal from program with a schedule change.

Expectations

General Expectations

1. Be on time!
2. Maintain good grades and conduct.
3. The program needs dependable students. Therefore, outside work must not consistently interfere with your SAT duties.
4. Understand the policies and procedures in this handbook.
5. Cooperate and work effectively with athletic staff members and other SAT's.
6. If you are falling behind in your classes inform the Staff Athletic Trainer so arrangements can be made. If you fail a class you can't go to games, so help us help you before it reaches that point.
7. **Respect all coaches, teachers, administrators and athletes and fellow athletic training students. You do not have to be their friend but you must show respect- even if they do not show it to you.**
8. SAT's are not allowed to talk to anyone except the Staff Athletic Trainers about injuries or status of any athlete. This includes coaches, teachers, friends and family. Direct all concerned people to a Staff Athletic Trainer. This is a federal privacy law. Any and all information in a student athlete's medical file is strictly confidential. It is against the law to discuss any information without the consent of the parent or legal guardian.
9. 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.**
10. Supervise the Athletic Training Room if it is left in your charge enforcing all the rules and policies. Let us know if there are issues doing this.
11. **ENJOY AND HAVE FUN AT WHAT YOU ARE DOING!**

Athletic Training Room Expectations

1. While on duty, your SAT responsibilities take precedence over homework.
2. **Learn how to use everything in the Athletic Training Room.**
3. Know how to set up all modalities in the Athletic Training Room.
4. Make sure the taping stations are properly stocked and all tables and modalities are wiped clean and supplies put away neatly prior to leaving for the day.
5. Follow all procedures, including cleaning.
6. Report all injuries to the Staff Athletic Trainer.
7. Learn to stock the medical kits/trunk properly.
8. Be aware of where all the supplies in the Athletic Training Room are located.
9. Everyone must be cleared to tape athletes.
10. **Obtain permission from Staff Athletic Trainer before administering any treatments on anyone.**
11. Assist in record keeping as directed by the Staff Athletic Trainer. (physicals, HOPS forms, treatment logs, etc.)
12. Book bags and personal belongings must be placed in your locker at all times. Staff is NOT responsible for any lost or stolen items. Always LOCK your LOCKER!
13. The Athletic Training Room is not a lounge or socializing area. If an athlete has completed all treatments ask them to leave. Loitering is not permitted.
14. Food or drinks will be allowed on the treatment tables on a case by case basis. Ask permission first. This is a privilege; abuse or not cleaning up will result in rescinding the privilege. No food or drinks are allowed around the modalities under any circumstances.
15. If someone asks for tape give them 2 inch.
16. The use of electronic devices (cell phones, Ipods, gaming devices, etc...) may be used for personal use, as long as they **can't be heard and do not become a distraction for others**. 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 SAT's responsibility to notify us.** If you can not make an event that you were scheduled to work it is your responsibility to get it covered from another SAT.
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 Staff Athletic Trainer.
6. If you have a cell phone, carry it with you during practice and games, but not for socialization purposes. Make sure to have the staff athletic trainer's number in it for emergency use. Set cell phones to vibrate.
7. The use of electronic devices (cell phones, Ipods, gaming devices, etc...) should not preoccupy you during practice/games, nor should they be heard.
8. Get sports medicine equipment (coolers, med kits, tables) prepared and set up as well as cleaned and put away after all practices and events.
9. Wear appropriate attire for the occasion when on duty. See below for details.
10. The SAT will not leave the activity unless there is an emergency or all duties for the activity are completed. This includes equipment pickup/clean up. Early release must be pre-approved.
11. The SAT is responsible for introducing his/her self to the visiting team's Athletic Trainer or coach and providing them with assistance and needed items. This also includes checking with that team after the contest has ended.

Absences

1. If you miss practice excessively (excused or unexcused) the Staff Athletic Trainer and/or staff coach 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. Not calling in an excused absence will be considered an unexcused absence.
4. You are responsible for finding someone to cover your assignment if you have to be absent.
5. Missing an assignment without getting it covered has a consequence of working morning treatments. Practice = 1 morning, game = 1 week of morning treatments.
6. Missed practices or games without contacting Staff Athletic Trainer must be made up before working next game.

Failure to comply with student expectations, grading policy, and absences policy will result in points deducted from SPORTS TRAINING class.

Point deductions will be as follows:

- Absent from Period with Call or Text: ABN (No points lost)
- Absent with NO call: 20 Points off Daily Attendance
- Missing After School Assignment W/O contact: Additional 20 Points off Participation
- Call / Text but NO coverage for missed assignment: 10 points off Participation

Athletic Training Student 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.

SAT's 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 SAT's are expected to change into appropriate attire for the ATR, practice and game activities. The staff athletic trainers make the final decision about an article of clothing. Clothing that is distracting will not be allowed. When in doubt, ask first! All clothing must meet district dress code criteria.

1. **Athletic Training Room, scrimmages and practices-** No holes!
 - a. **Pants:** Sweats, wind pants, blue jeans (without holes), and khakis (**No yoga pants / leggings**)
 - b. **Shirt:** T-shirts, polos, sweats, shirts, or jackets.
 - c. **Shorts:** Khaki or athletic shorts in coordination with LHS dress code.
 - d. **Hats/visors:** Any hat must be approved by the Staff Athletic Trainer. Any hats issued by LHS will be acceptable.
 - e. **Shoes:** Tennis shoes are **required**. This is a safety issue as tennis shoes provide the student with stability and protection. Tennis shoes does not include Sperry's, Tom's or any-like shoes.
 - f. ***Wearing inappropriate clothing (dresses, flip-flops, etc) must be changed before working in the athletic period or any after school event.***

2. **Games-** Clothing may not have any holes or have any cuts visible. If the dress code is not met, you will be asked to leave the contest, or sit in the stands for the contest. Tournaments may be subject to change. Football V- polos and khakis. Football sub varsity- Sports Med T-shirt, shorts/wind pants. VB/Bsk - polos and khakis. SB/Bsb- TBA

Key Points to Remember:

- The staff athletic trainer will make the final decisions about inappropriate clothing.
- Holes in clothing is not acceptable while on duty.
- 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 is meets school dress code it will be ok. SAT's not in compliance will be asked to address the issue before allowed to return.
- **BE PROFESSIONAL - you are a reflection of Lewisville High School, the Sports Medicine Program and the Athletic Training Staff. You are not a typical student at Lewisville High School, you have fulfilled the requirements necessary to be apart of the Lewisville Sports Medicine Program, so you should act and look like you are part of something special, not a normal student in the stands.**

Academic Guidelines

To participate in the Athletic Training Student Program, academic standards have been set by the University Interscholastic League (UIL), the governing body of high school extra-curricular activities in Texas.

A grade of 70% or higher must be achieved in all classes during a reporting period. If a SAT is found to have earned a grade below 70% during any reporting period, the student will be declared ineligible. Another grade check will be done at the three-week progress check. If the student has a grade of 70% or higher **in all of their classes**, the student will then regain their eligibility. If the student is still not passing at the three-week grade check, the student will remain ineligible for the next 3 week period. The SAT is strongly advised to attend tutorials during the time of ineligibility. Any ineligible student will not be permitted to work any athletic games (you can still buy a ticket though). Practice is still required.

Academic success is a high priority. If a SAT is declared ineligible for any three eligibility grade checks (concurrent or total) for the year, the Athletic Training Staff reserves the right to dismiss that student from the Sports Medicine Program. These three eligibility grade check periods need not be in consecutive order. You are a valuable asset to this program and dependability is a high priority.

Athletic Lettering Requirements

We will follow LISD Athletic lettering policies. Also at the staff athletic trainers discretion, exceptions can be made.

Playoff games

If the sport that a SAT is assigned to make the playoffs, then the SAT *may* be asked to travel with the team to their playoff games if they are in good standing. This will be to the discretion of the staff athletic trainers and the staff coach.

SAT Evaluations

Evaluations of each SAT will be performed once a year by the Staff Athletic Trainer. The purpose of these evaluations is to inform the SAT of their performance as a SAT.

Sport and Team Assignments

Sport and team assignments are not simply based on the age and year of the SAT, 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, SAT's preference. **All underclassmen students are required to work a fall and spring sport during each school year.** Seniors are NOT required to do a second sport.

- SAT's assigned to a Varsity sport must have taken or be enrolled in SM II.
- **It is the responsibility of the SAT to be informed of practice times/places, schedule changes and bus departures.** Missing a bus is the same as missing a game.

Clothing and Equipment

Students will be issued clothing to wear during athletic events. Students are responsible for keeping up with the clothing for the entire year as it will be checked back in at the end of each school year. Students are responsible for the financial value of any item that is lost or stolen. Any student that has NOT turned in all clothing or financial value of the items will be placed on the FINES list at their respective campuses.

The prices for issued items are as follows:

<i>Maroon Sport Tek Polo</i>	<i>\$30</i>
<i>Maroon Nike Polo</i>	<i>\$30</i>
<i>Gray Sports Medicine Short Sleeve T-shirt</i>	<i>\$12</i>
<i>Black Sports Medicine Short Sleeve T-shirt</i>	<i>\$12</i>
<i>Maroon Bleed Maroon T-Shirt</i>	<i>\$15</i>
<i>Gray Sports Medicine Long Sleeve T-shirt</i>	<i>\$15</i>
<i>Black Sports Medicine Hoodie</i>	<i>\$30</i>
<i>Maroon Holloway Warm-Up Jackets</i>	<i>\$30</i>
<i>Maroon Holloway Warm-Up Pants</i>	<i>\$30</i>
<i>Cinch Bag</i>	<i>\$10</i>

Parent Responsibilities

As a parent of a student athletic trainer, we ask that you help them fulfill their commitments and responsibilities by assisting your child with attending scheduled events and practices.

- Students are expected to remain at the event until dismissed by the Staff Athletic Trainers. Please keep in mind that events might be delayed due to weather or other circumstances and students are expected to remain until the event is finished.
 - Any students that needs to leave early needs to have it pre-approved by the Staff.
 - In addition, having ride arrangements made for students both before and after the events in a timely manner is highly recommended.
 - Doctor Appointments - Please assist the staff athletic trainers by scheduling appointments that fit best with the schedule. Students are given the schedule in advance in hopes of cooperation between the athletic training staff and parents. Any appointment that is in conflict with the student's schedule needs to be reported to the staff athletic trainers immediately.
 - Travel arrangements - Students will be scheduled on school holidays and any travel plans made with the parents need to be alerted to the staff athletic trainers 2 weeks ahead of time or students are responsible for making coverage arrangements.
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- Booster Club: The Students Athletic Training Program has a booster club that is designed to help better the athletic training program. Involvement in the booster club is NOT mandatory but it is HIGHLY recommended as it directly helps your children as they progress through the program.



Parent and SAT Agreement

I have thoroughly read the Athletic Training Student Handbook and agree to abide by the policies and guidelines set forth by the Athletic Training Staff at Lewisville High School. I fully understand and accept the responsibility of working as a SAT. I further understand that the health and safety of the student-athletes and I at Lewisville High School is the primary concern of the Athletic Training Staff and I realize that I am an extension of the Staff Athletic Trainer. **I will not talk about any injury, no matter how insignificant, to any person other than the Staff Athletic Trainer.** _____ (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 above student) have also read the Athletic Training Student Handbook and agree to respect the policies and guidelines set forth by the Staff Athletic Trainer. I understand that my child is making a commitment to a program that has many responsibilities. I also will respect the judgment of the Staff Athletic Trainers about disciplinary actions. I also give permission for my child to travel for school approved trips. I also give permission for my child's photograph to be used to promote the Sports Medicine program.

Parent (Guardian) Printed Name: _____ Date _____

Parent (Guardian) Signature: _____ Date _____

Social Media Access:

The Athletic Training Program will have a social media account (such as twitter, instagram, etc) being used to help keep students and parents up-to-date on schedules, changes, and other additional reminders. In addition, there could be images posted of student athletic trainers posted while they are performing some skills associated with our program.

Be signing below I hereby authorize the Staff Athletic Trainers to post appropriate images of your student during their time in our athletic training program.

Parent (Guardian) Printed Name: _____ Date: _____

Parent (Guardian) Signature: _____ Date: _____