



CANAL WINCHESTER HIGH SCHOOL  
ATHLETIC TRAINING STUDENT AIDE PROGRAM  
HANDBOOK

*Revised March 2019*

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## Introduction

This is the handbook for the Canal Winchester Athletic Training Student Aide Program (ATSAP)! This program will provide athletic training student aides (ATSA) insight into first aid, rehabilitation, emergency situations, evaluation, and much more in the sports medicine field! This handbook outlines the program's requirement, expectations, and guidelines.

If you have any questions or concerns about the program, please do not hesitate to contact:

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## Requirements

### Academic

By participating in the ATSAP you are expected to meet academic requirements to enable your participation. These requirements are also the standards set for student-athletes at Canal Winchester High School (CWHS).

- A. He or she must have and maintain a minimum cumulative GPA of 1.65.  
*If the GPA drops below a 1.65 during his or her time as an ATSA at the grade mark, he or she will be on academic probation for the grade period. Return to the program will be dependent upon academic status.*
- B. He or she must be currently passing at least five (5) credits.  
*If the ATSA is not passing at least 5 credits, he or she will be on academic probation until five credits have passing grades.*

Additionally, there ATSA must attend *at least* two (2) practices/week as well as home games. Due to this time commitment, other extracurricular activities are discouraged, but not prohibited.

### Attendance

- A. This program is a minimum of 8 consecutive weeks.
- B. An ATSA must attend at least two (2) sport practices per week in addition to home competitions. Two sports practices per week cumulate to approximately 6 hours. This minimum requirement is flexible to allow ATSA's to engage in other extracurricular

activities. This schedule will be pre-determined at the time of acceptance to the program.

- C. If an ATSA has a pre-arranged appointment/commitment, is sick, or absent from school, he or she will be excused from attendance and not face consequences for the absence.
- D. Should the ATSA not be able to make the scheduled duties to ATSAP, the ATSA is to notify the AT of the schedule conflict as soon as possible.
- E. Attendance will be kept in a notebook in the ATR with a sign-in and sign-out sections.
- F. At all times of attendance, the ATSA will be supervised by an AT.

*If the ATSA is not present for at least two (2) sport practices, he or she will not be eligible to assist with game day coverage.*

*If there is more than two weeks that the ATSA is unable to fulfill his or her duties, he or she may be suspended or withdrawn from the program. This will promptly be determined in a case-by-case manner by the athletic trainer(s).*

### Internship or Volunteer

Your time and commitment to the ATSA are appreciated! For your participation in this program, you will earn 0.5 Internship Flex Credit or Volunteer Hours.

The Internship Flex Credit opportunity is limited to juniors and seniors. Students should work directly with the Canal Winchester High School Internship Coordinator to ensure credit is earned. The meeting should take place after acceptance to the program during the first week of participation.

Volunteer Hours can be earned by anyone. These hours can be used toward any club or activity that requires volunteer hours such as National Honors Society. Alternatively, volunteer hours can simply be used to enhance your resume.

### Transportation

The ATSA needs to have his or her own means of transportation to and from practice and home games. This can be a personal car, ride from friend, or parent pick up. Transportation will not be provided.

### Alcohol, Drug, Tobacco

All participants of the ATSAP are prohibited from possessing, using, or distributing alcohol, drugs, and tobacco. Furthermore, the ATSA should not be under the influence of alcohol or drugs while completing his or her duties for the ATSA Program.

*If there is evidence to suggest the ATSA is possessing, using, or distributing alcohol, drugs, and/or tobacco at any time, he or she will be suspended. Terms of suspension will be determined case by case and severity and nature of violation.*

## **HIPAA & Confidentiality**

Athletic trainers are healthcare professionals, thus, those whom they treat are protected patients. Patients have the right to confidentiality of care (under the HIPAA law). This includes but is not limited to: injury mechanism, diagnosis, rehabilitation treatment/plan, first aid treatment, communication with parents/coaches/patient.

While performing daily duties, the ATSA will be exposed to this protected patient information and have an opportunity to learn from such exposures. This is a privilege and not a right.

Confidentiality can be breached if there is evidence of serious harm (self-harm, plotted harm, or inflicted harm) or abuse of any kind. In these situations, it is appropriate to breach confidentiality and discuss the matter with another school official or trusted adult.

CWHS is a tight knit community and curiosity is natural. We also want our ATSA's to be excited about what they are learning in the program. However, ATSA's should maintain confidentiality of care of the patients. Throughout the program, the AT's will coach and educate ATSA's in confidentiality.

Tips to avoid breaching confidentiality include:

- A. Avoid gossip, hallway conversations, or other conversations regarding a patient or patient's injury.
- B. Defer any questions you may be asked regarding a patient or patient injury to the athletic trainer(s).
- C. Discuss interesting injuries and events without descriptors (names, birthday, sports team, etc.). Examples:
  - a. Say: "Today a player dislocated his finger!"  
Do NOT say: "Today Joe Smith on the freshman football team dislocated his finger!"

*Violation of confidentiality is a serious trespass. The first time confidentiality is breached, a temporary suspension will take place as well as education and coaching. The second time confidentiality is breached, the ATSA will be suspended indefinitely from the program.*

# Expectations

## Professional Appearance

Neatness, cleanliness, and proper attire enhance the appearance of the Athletic Training Student Assistant (ATSA) and inspire confidence in the ATSA's ability. ATSA's are expected to dress professionally when they are in the athletic training room, at a practice, or working a game.

### PRACTICE / ATR DRESS CODE:

- A. Closed-toed shoes (i.e. sneakers, boots, loafers, etc) are expected to be worn at all times while working in the capacity of ASTA.
- B. Shirts should be modest and appropriate.
- C. Shorts must be professional length and not exposing when moving/sitting/standing.
- D. Pants should not limit motion and should be modest in coverage. If needed, a belt should be worn.
- E. CWHS or Indians spirit gear is encouraged. Shirts or sweatshirts supporting other high schools are prohibited.
- F. Holes or tears are prohibited in any article of clothing.
- G. Dresses and skirts are prohibited due to the active nature of the ATSA program. If needed, religious accommodations can be made.

### GAME DAY DRESS CODE:

- A. Close-toed shoes
- B. CWHS t-shirt or sweatshirt
- C. Khaki, navy, black, or grey pants or shorts. Jeans are prohibited on game days unless the ATSA does not own a pair of khaki, navy, black, or grey pants.

*If an ATSA does not comply with the dress code, he or she will be dismissed for the day OR his or her hours will not count toward the weekly expectation.*

## Professional Behavior

- A. ATSA's are expected to conduct themselves in a professional manner promoting a positive image. These behaviors should be aligned with the Behavior Code.
- B. Conduct is measured by the ATSA's dress, how he or she performs his or her duties, how he or she communicates with staff Athletic Trainers, other ATSAs, athletes, coaches,

physicians, and by the ATSA's ability to demonstrate ethical and moral behavior particularly when he or she is in the public eye.

- C. Examples of misconduct include but are not limited to insubordination, theft, violence or threat of violence, fraternization with athletes/coaches, being under the influence of drugs or alcohol, or breach of confidentiality.

*Misconduct of any kind will result in disciplinary actions being taken against the ATSA.*

## BEHAVIOR CODE

- A. **Maintain Confidentiality:** Matters regarding an athlete's health, medical records, or status are not to be repeated to anyone.
- B. **Know Your Limits:**
  - 1. ATSA's are only permitted to perform duties in which they have instructed by an athletic trainer(s) and have authorization to perform.
  - 2. If in doubt or unsure of ability, ask first.
  - 3. Act only under the direct supervision of a certified athletic trainer.
- C. **Demonstrate a Desire to Learn:** Ask questions and learn from every situation.
- D. **Take Initiative:** Identify things that need to be done & do them (within ATSA ability). Anticipate without being reminded.
- E. **Practice Skills:** As you learn new skills during your clinic time, retain those and build upon them by seeking out opportunities to practice the skills.
- F. **Communicate:** Communication is crucial between ATSA, Athletic Trainer, Coaches, and Athletes. A good rapport with these individuals is essential to productively interacting as an ATSA on a daily basis.
- G. **Take advantage.** Take advantage of your time in the ATSA. Don't spend time on cell phones, gossiping with peers, or on other tasks.
- H. **Good Attitude.** Be open and positive about opportunities and tasks assigned.

## Athletic Training Room Regulations

- A. All athletes must sign in prior to receiving care.
- B. Only athletes who need medical attention should be in the room.
- C. ATR hours and treatment times will be established and communicated in a timely manner. ATSA's should adhere to the set schedule.
- D. No one is allowed in the athletic training room except under the supervision or with the permission of a member of the athletic training staff.
- E. No supplies are to be taken from the athletic training room without consent from an athletic training staff member. Reusable items such as elastic bandages, crutches, etc., must be signed out and are to be returned in good repair.
- F. Athletes are not to bring practice and/or game equipment into the athletic training room. ATSA's will have a designated location to store their belongings.
- G. No shoes on the evaluation tables.

- H. No cleats in the ATR
- I. Inappropriate language and/or conversations are prohibited in the ATR.
- J. No social media or photos should be taken inside the ATR.

## **ATSA Athletic Training Room Responsibilities**

1. Provide care for student athletes as directed by supervising AT.
2. Enforce all athletic training room regulations.
3. Keep the athletic training room neat and clean.
4. Clean counters, taping, and treatment tables.
5. Restock used supplies.
6. Return equipment/supplies to appropriate storage areas.
7. Make certain the hydrocollator is filled with water.
8. Make ice bags as needed.
9. Complete all tasks as assigned by supervising AT.
10. Know your limits! Perform duties within your scope of practice.
11. Stay Positive!
12. Learn and ask questions.

## **ATSA Practice Procedure**

1. Arrive 15 minutes before the athletes are scheduled to arrive.
2. Sign in and out of the ATSA time log.
3. Have the athletic training kit properly stocked and at the practice site.
4. Have an adequate supply of ice and water at the practice site.
5. Do not leave the practice site unless you first notify the Athletic Trainer or coach.
6. Complete all paperwork before leaving.
7. Provide assigned treatment for athletes.
8. Clean and return all equipment to the appropriate storage areas at the end of practice.

## **ATSA Game Procedure**

1. Arrive before the athletes are scheduled to arrive.
2. Assist with game day set up including: emergency medical equipment, athletic training kit, water, and injury ice.
3. Greet and introduce yourself to the visiting athletic trainer or coach.
4. Provide assigned treatments for the athletes.
5. Do not leave the game site without first notifying the Athletic Trainer or coach.
6. Clean and return all equipment to the appropriate storage areas at the end of the game.



## Disciplinary Process/Corrective Action Plan

Purpose: To establish fair and appropriate guidelines for performing disciplinary measures as a means of correcting or improving job performance and/or terminating an Athletic Training Student Assistant.

As outlined in the handbook:

- A. *If the GPA drops below a 1.65 during his or her time as an ATSA at the grade mark, he or she will be on academic probation for the grade period. Return to the program will be dependent upon academic status.*
- B. *If the ATSA is not passing at least 5 credits, he or she will be on academic probation until five credits have passing grades.*
- C. *Violation of confidentiality is a serious trespass. The first time confidentiality is breached, a temporary suspension will take place as well as education and coaching. The second time confidentiality is breached, the ATSA will be suspended indefinitely from the program.*
- D. *If there is evidence to suggest the ATSA is possessing, using, or distributing alcohol, drugs, and/or tobacco at any time, he or she will be suspended. Terms of suspension will be determined case by case and severity and nature of violation.*
- E. *If the ATSA is not present for at least two (2) sport practices, he or she will not be eligible to assist with game day coverage.*
- F. *If there is more than two weeks that the ATSA is unable to fulfill his or her duties, he or she may be suspended or withdrawn from the program. This will promptly be determined in a case-by-case manner by the athletic trainer(s).*
- G. *If an ATSA does not comply with the dress code, he or she will be dismissed for the day OR his or her hours will not count toward the weekly expectation.*

Beyond the above consequences listed in the handbook, situations will arise where improvement by the ATSA is needed. The goal of the ATSAP is to be educational and developmental. Suspension (temporary or indefinitely) from the program is last resort.

Corrective action will be done using the following steps:

1. The ATC shall determine that performance, conduct, or attendance needs improvement.
2. The ATC shall determine whether coaching/educating is appropriate or whether one of the formal corrective action steps shall be taken.
3. Coaching:
  - A. The AT(s) will meet with the ATSA to discuss what can be improved.
  - B. The AT(s) will describe the expected behavior and why it is important.
  - C. The AT(s) will educate the ATSA on *how* to correct the behavior to help the ATSA learn.

- D. The AT(s) will explain the importance of the expected behavior and future consequences of sub-standard performance.
  - E. The AT(s) will document a summary of the above steps including action plan for improvement and consequences for continued behavior.
  - F. Observe ATSA in action and guide him or her to be on course to meet expectation through oral reminders, written reminders.
4. Suspension (Temporary or Indefinitely):
- A. The ATSA has previously been coached to correct a behavior at least two times and these encounters have been documented by the ATSA OR the infraction is severe and requires immediate suspension (i.e. theft, violence or threat of violence, under the influence of drugs/alcohol, etc.).
  - B. The length of the suspension will be determined in a case by case basis by the AT(s) considering:
    - 1. Specific behavior (ongoing or incident)
    - 2. Severity of behavior (did it have an impact on ATR operations or on another individual?)
    - 3. Overall attitude and commitment of the ATSA to the program
  - C. The ATSA will be required to return any Athletic Training supplies, shirts, etc. that have been given to them during their time in the program.
5. Any punishment(s) will be given no more than 48 hours after the incident and documented promptly.

*The following sections should be completed and submitted prior to the start of ATSA participation in the program.*

## **HIPAA Compliance**

I have read and understand the HIPAA compliance section in the ATSA Program Handbook. I am aware that I as an ATSA will be exposed to confidential patient information. I will respect and protect patient confidentiality. I understand the consequences should confidentiality be breached.

ATSA Name (Printed) \_\_\_\_\_

ATSA Signature \_\_\_\_\_ Date \_\_\_\_\_

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

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

## **Athletic Training Student Aide Agreement Form**

I have read the “Athletic Training Student Aide Handbook” and I agree to follow all of the rules, regulations, and disciplinary actions that are outlined in it.

ATSA Name (Please PRINT) \_\_\_\_\_

ATSA Assistant’s Signature \_\_\_\_\_ Date \_\_\_\_\_

## **Parent/Guardian Permission Form**

By signing below, I acknowledge that:

- A. I have read, understand, and agree with the rules and regulations in the CWHS ATSA Program Handbook.
- B. I am aware that my child will be exposed to confidential healthcare information and should maintain appropriate confidentiality. There is a legal and moral obligation to maintaining confidentiality. This means not sharing identifiers or personal information (name, birthday/age, parent contact) of anyone under athletic trainers care. This can be breached if serious harm or abuse is or could occur.
- C. I am aware of the time commitment of the ATSA and transportation needed to participate in this program.
- D. I grant permission to the CWHS athletic trainers to communicate via text message with my child about unexpected schedule changes.

Parent/Guardian Name (printed) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_