

Lake Worth High School Student
Athletic Trainer Handbook



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Student Athletic Trainer Football

Game Duties

Home Games:

Pre-game Duties

1. Help Coach Hutch with Treatments and Taping athletes
 - a. Stretching, taping, prep, etc.
2. Fill 2 small blue cows with ice and water for home side
 - a. Fill 2 extra 10-gallon coolers with ice and water for home bench
 - b. Numbered Gatorade racks and bottles will go behind home bench
3. Fill rolling coolers with ice for injuries (home and away)
 - a. Both home and visitor's injury ice needs the following:
 - i. Ice bags
 - b. Keep Injury Ice inside until teams take the field
4. Fill one more rolling cooler with ice, water, and 5 towels
 - a. This will be ice towels for cooling down players
5. Restock the Gray Med Bag if needed and make sure following items are in it:
 - a. Tape (Pre-wrap, White, Flex-tape, and Sticky Flex)
 - b. Gauze
 - c. Medicine (ibuprofen, acetaminophen, etc.)
 - d. Mustard
 - e. CPR mask
 - i. Items that **DO NOT** go in Med Bag but need to be on the Home Sideline include:
 1. AED
 2. Splint Bag
 3. Crutches (tall and short)
 4. Portable Table
6. Sideline student(s) stock your kit(s)

During Game Duties

1. On Deck (ONE student). Jobs include:
 - a. Filling water bottles when Sideline/Timeout Student(s) bring them
 - b. Keeping the bench water filled and cold
 - c. Keeping non-injured athletes OFF portable table
 - d. Keeping track of amount of water in Cows and 10-gallon coolers during game and keeping Coach Hutch/Runner notified
 - i. Check visitors water at halftime
 - e. Keep area Clean (i.e. no tape scraps, cups, bottles, etc. on the ground or turf)

2. Sideline Subs (ONE student). Jobs include:
 - a. Water down ALL substituting players that are rotating on and off the field
 - b. Water down any non-injured athletes coming off the field
 - c. Enter the field of play during Timeouts, Injuries that warrant a stop in clock, and Quarter Changes **ONLY!!**
 - d. Offer water to any coaches that ask or are not totally focused in on the game at that point
 - e. Bring water bottles to the On Deck Location when you need a refill. PAY ATTENTION!!!! DO NOT LET BOTTLES GET COMPLETELY EMPTY AND DO NOT MISS TIMEOUTS, INJURY TIMEOUTS, AND QUARTER CHANGES!!
 - f. Stay focused all game! Keep your head up! Do not get distracted by athletes! The Key to winning is **NOT CRAMPING!**
3. Blood Duty (TWO students). Jobs include:
 - a. Let Coach Hutch know of any injured athlete on the sideline that warrants an evaluation
 - b. Pay attention, locate, and treat any bleeding athlete
 - i. Non-adherent Pad and cover with Flex-tape
 - c. Any players “not acting right” and seem like they have a head injury need to be reported to Coach Hutch ASAP
 - d. Locate any bleeding athletes during timeouts/quarter changes
 - i. Treat as needed or ask for help from Coach Hutch or Coach Hobbs if you need it to be done quickly
4. Runner/Injuries (ONE student). Jobs include:
 - a. YOU ARE THE MOST IMPORTANT PERSON ON THE FIELD!
 - b. You will need to know where MOST things are located in the training room and/or the gray med bag
 - c. Anything we need quickly will be asked to be grabbed by you
 - d. Assist Coach Hutch and Coach Hobbs in On-field Injuries
 - i. This student is the runner if an athlete gets injured. This means that you will need to grab items that Coach Hutch needs from the sideline in an emergency situation.
 - ii. KNOW THE SIGNS for AED, Splint Bag, and EMS
 - iii. Assist Coach Hutch and Coach Hobbs in getting athlete off the field if they need help
 - iv. Keep injured athletes calm during an injury if needed (hold hand, reassure them they will be alright, etc.)
 - v. Make ice bag and wrap to athlete if directed to do so
 - e. Assist the visiting team sports med staff in tasks that they do not know how to complete (i.e. extra water, supplies, injured athletes, etc.)
 - f. Be quick but efficient! Don't waste tape! Don't get distracted by athletes! Know the Emergency Action Plan!! Not every injury is an injury!
5. Halftime Gatorade (TWO students). Jobs include:

- a. Leave approximately at 5:00 left in the 2nd Quarter to make Gatorade for the varsity locker room
 - b. Mix 1 ½ - 2 bags of Gatorade with water in a 10-gallon cooler
 - c. Fill other 10-gallon cooler with ice and water
 - d. Use the pitcher to fill Gatorade cups with both Gatorade and water, then line them on the table in the locker room
6. Team Sideline (TWO students). Jobs include:
- a. Water down any athletes who come to the sideline after their series on the field is over
 - b. Most players will go to the bench and grab their own water. That's fine, stay focused on the guys who do not go to the bench.
 - c. Keep eyes open for any injured players that Coach Hutch and Coach Hobbs may not see. Notify them immediately if the injury is serious.
7. Timeouts (THREE students). Jobs include:
- a. Water down any and ALL athletes during timeouts, quarter breaks, and injury timeouts
 - b. Try to offer water to EVERY player. If they do not want water, that's fine, move on.
 - c. Move quickly but efficiently. DO NOT WATCH THEM DRINK.
 - d. Bring water bottles to the On Deck Location when you need a refill. PAY ATTENTION!!!! DO NOT LET BOTTLES GET COMPLETELY EMPTY AND DO NOT MISS TIMEOUTS, INJURY TIMEOUTS, AND QUARTER CHANGES!!
 - e. Make sure all our bottles are accounted before returning to the sidelines
 - f. KNOW THE SIGNS OF A TIMEOUT
 - i. The whistle will blow (usually a long blow or many fast blows)
 - ii. The head referee (guy in the white hat) will wave arms overhead
 - g. KNOW WHEN A TIMEOUT WILL BE CALLED BEFORE IT'S CALLED
 - i. Usually when only a couple minutes are left on the clock before halftime
 - ii. When the game is close and there are a few minutes left in the 4th quarter
 - h. Even if there has been two or three timeouts in a row, still offer water to the athletes
 - i. If coaches are yelling "Water, water, water" or "trainers", they are not being rude, they are just helping y'all to get water onto the field. Don't get frustrated, it's all good!
8. Referees (ONE+ student). Jobs include:
- a. This is ONE job, so be good at it
 - b. Water down the refs on any timeout, quarter break, or injury timeout
 - c. DO NOT...I repeat, DO NOT let the other team's trainers beat you to the refs on our home field

- d. Even if there has been two or three timeouts in a row, still offer water to the refs
- 9. Cramp Duty (TWO students). Jobs include:
 - a. You are responsible for preventing as well as alleviating cramping athletes
 - b. You must have mustard in your kit at ALL times
 - c. Hydrate players on the sideline and try to locate and especially hydrate any players that are more prone to heat illness
 - i. Dark Complexioned athletes
 - ii. Heavy Sweaters
 - iii. Lean, muscular athletes
 - d. Give any cramping athlete a pack of mustard and let him refuel with a bottle of Gatorade
 - e. DO NOT LET ATHLETES WALK OFF WITH THE GATORADE BOTTLES!
 - f. Have athlete suffering from heat cramps lie on sideline OUT OF THE WAY and massage legs and stretch legs
 - g. Athletes that describe cramps moving up higher than their waist (i.e. stomach, shoulders, low/mid back, etc.) need to be transported to the cold tub RIGHT AWAY. Notify Coach Hutch or Coach Hobbs immediately.
 - h. Notify Coach Hutch or Coach Hobbs of any athlete exhibiting signs/symptoms of further heat illness (i.e. Heat Exhaustion and/or Heat Stroke). THIS IS A MEDICAL EMERGENCY!
 - i. Keep track of cold towels
 - i. Make sure when players are done using them, they go back in the ice towel cooler
 - ii. Make sure players who need to be cooled off (i.e. two-way players and players susceptible to heat illness get the towels)
 - iii. DO NOT LET THE SECOND STRING GUYS WEAR THE TOWELS!!!

Halftime Duties

1. Refill all coolers on field (home and visiting) if needed
2. Ask visiting athletic trainer(s) if they need any supplies/water/etc.
3. Refill Bottles
4. Ok to use your phone once ALL tasks are completed
5. Be ready in case Coach Hutch needs anything during halftime!!!
6. Make sure you are back on the field 5:00 minutes before the second half starts!

Post-game Duties

1. On Deck start cleaning up sideline and getting all Emergency Equipment in same location when there is 2:00 minutes left in 4th quarter
2. After the game is over, dump the home and visitors water and injury ice into the grates located on the sideline.
3. Load up all equipment, coolers, and tables and take back up to the training room.

4. Help Coach Hutch and Coach Hobbs in the training room with wrapping ice bags if needed
5. Clean and wipe down ALL tables, stools, and countertops with cleaning spray and towel

Away Games:

Pre-game Duties

1. Help Coach Hutch with all taping and treatment needs
2. Restock the Gray Med Bag
 - a. Extra Tape on the side, if needed
3. Sideline student(s) pack your kit(s)
4. Pack up the trailer with:
 - a. ALL coaching equipment
 - i. Trunks
 - ii. Camera Equipment
 - iii. Coach's Com
 - iv. Kicking Net
 - v. Bubba, Tunnel, and Generator
 - vi. Fans (Hot games only)
 - b. Gator
 - c. AED
 - d. Splint Bag
 - e. Crutches
 - f. Gray Med Bag
 - g. Water Coolers filled with ice
 - i. + Gatorade Products
 - h. Water Cows filled with ice
 - i. Racks and Bottles
 - j. Portable Tables

During Game Duties

****ALL GAME DUTIES WILL BE THE SAME, BUT SOME WILL BE COMBINED. OTHERS MAY BE ELIMINATED. ALL GAME DUTIES SUBJECT TO CHANGE DEPENDING ON NUMBER OF SATs.****

Post-game Duties

1. Start to collect emergency equipment, AT Equipment, and table in one centralized location when the clock is at 1:00 minute left in the game
2. Empty ALL water cows, coolers, and bottles in specified location
3. Collect ALL towels and put into one cooler
4. After the game is finished, start taking coach's equipment to the trailer
5. Help coaches load the trailer with all equipment

Student Athletic Trainer Dress Code for ALL Athletic Events

Males

- Collared LW Sports Medicine Polo or LW Sports Medicine t-shirt
- Khaki pants/shorts (must be at or slightly above/below knee; NO CHUBBIES and NO SHANTS!!!), Jeans with NO HOLES, or athletic shorts (school colors)
- Athletic shoes/Tennis shoes
- Belt (if you are wearing khakis or jeans)
- NO baggy shirts or shorts/pants; NO undergarments showing
 - Shirts must be tucked in at ALL times
 - Reach High and Bend Test
- Pants will be worn at the waist
- Shoes will be clean and not caked in mud/dirt/grass
- Hoodies or jackets are approved as long as they are Lake Worth High School/LW Football related or blank/no logo with school colors
- Hats are permissible as long as they face front

Females

- Collared LW Sports Medicine Polo or LW Sports Medicine t-shirt
- Khaki pants/shorts (must be school appropriate [at or below fingertips]), Jeans with NO HOLES, or athletic shorts
 - Must NOT be tight-fitting!!!
 - Capris are fine as long as they are NOT tight-fitting
- Athletic shoes/Tennis shoes
- Belt (if you are wearing khakis or jeans)
- NO skin tight shirts; NO undergarments showing
 - Shirts must be tucked in or at appropriate length
 - Reach high and Bend Test
- Pants will be worn at the waist
- Shoes will be clean and not caked in mud/dirt/grass
- Hoodies or jackets are approved as long as they are Lake Worth High School/LW Football related or blank/no logo with school colors
- Light makeup may be worn but no heavy eye makeup
- Hair must be worn up and out of the way
- Hats or visors are permissible as long as they face front

BOTH

- **Cell Phone Communication:**
 - **We will use GroupMe to communicate information with the student trainers as a whole. We will not text you 1 on 1 outside of GroupMe.**
- **School Attendance:**
 - **Student trainers are expected to be counted present at school the day of the athletic event.**
- **REMEMBER: You represent your school on the biggest night of the week in the fall semester. You will be on the field in front of hundreds of people. Be polite, Be respectful, Be professional, Don't cause a scene, Don't be a distraction, and above all else, GO FROGS!**

Academic Standards

1. ALL Student Athletic Trainers will abide by the same Academic Standards as follows:
 - a. You will obtain a passing grade (70% or higher) in each class to remain eligible to attend clinicals.
 - i. This will be assessed on a 3-week basis at the halfway point for each 6-week period
 - ii. ANY failing grade at a 6-week interval will result in forfeit of ALL athletic training coverage for the next 6 weeks
 - iii. ANY failing grade at a 3-week interval will result in forfeit of ALL athletic training coverage until the 6-week interval. Academic status will then be reassessed after the 6 weeks.
 - b. You will have NO missed assignments in Coach Hobbs' Athletic Training course to remain eligible to attend clinicals.
 - i. This will be assessed on a WEEKLY basis, every Friday
 - ii. ANY missed assignment in Coach Hobbs' class will result in forfeit of ALL athletic training coverage for the next week
 - c. You will NOT be in ISS or DAEP to remain eligible in attending clinicals
 - i. You will not be able to attend ANY clinical activity until you are out of ISS
 - ii. Placement in DAEP will result in forfeit of ALL athletic training coverage for ANY sport for an entire SEMESTER
 - iii. Secondary placement in ISS or DAEP will result in forfeit of ALL athletic training coverage (including, but not limited to clinical activity) for ANY sport for the remainder of the year.
 - iv. ANY placement in DAEP is subject to review by Coach Hutch and Coach Hobbs and disciplinary action will be up to their discretion.

(Signature)

(Date)

(Parent Signature)

(Date)

HIPAA Policy Statement

HIPAA is an acronym for “Health Insurance Portability and Accountability Act.” HIPAA was enacted to ensure the privacy and confidential handling of medical information for all patients in the U.S. It applies to **ALL** medical and mental health service providers. HIPAA laws can be complicated but absolutely **MUST** be adhered to.

Under NO circumstances will I, _____, share, distribute, or release any medical knowledge or information about a student-athlete to a non-approved member of the Lake Worth High School Sports Medicine Team (as explained by Austen Hutchison MS, ATC, LAT) via person-to-person conversation, social media, over-the-phone contact, and/or any other shape or form. I understand that I am an extension of a certified and licensed athletic trainer and that it is a privilege to be a part of this program and I will abide by the same laws that he is bound to. I understand that if I do not follow HIPAA, I will be removed from the athletic training program.

(Signature)

(Date)

(Parent Signature)

(Date)

OSHA Standards

OSHA stands for the Occupational Safety and Health Administration, an agency of the U.S. Department of Labor (DOL). OSHA’s responsibility is worker safety and health protection. OSHA requires employers to perform an exposure determination concerning which employees may incur occupational exposure to blood or other potentially infectious materials. The exposure determination is made without regard to the use of personal protective equipment (i.e. employees are considered to be exposed even if they wear personal protective equipment).

For more information on OSHA’s policies and standards you can visit:
<https://www.osha.gov/>

Consequences

- If students fail to report on time or at all, without prior consultation with Coach Hutch or Coach Hobbs, the student will be given a verbal warning. If this action is repeated, the student will be given a written warning to Mr. Stults. If this action is repeated a 3rd time, the student will be removed from ALL athletic training activity for the remainder of the 6-week period.
- If the student is not wearing appropriate attire, the student will be asked to go home and change. If the student cannot return home and change, the student will be removed from athletic training coverage for the night.
- If the student is a distraction during the game with players, or fails to get his or her job done, the student will be given a verbal warning. If this action is repeated, the student will be removed from that athletic training site and placed in another one. If this action is repeated with his/her new athletic training site, the student will be removed from ALL clinical activity for the remainder of the semester.
- If the student fails to comply with the Academic Standards of the Student Athletic Trainer Policy, the disciplinary action described in that section will be put into place.
- Any Academic or Behavioral misconduct is subject to disciplinary action at the discretion of Coach Hutch and Coach Hobbs.
- Any inappropriate misconduct between a student athletic trainer and an athlete will be addressed on-site with Coach Hutch and Coach Hobbs.
- Any other issue not mentioned will be handled accordingly by Coach Hutch and Coach Hobbs.

I understand these above statements and will hold myself accountable to the rules and consequences of the student athletic training program.

(Signature)

(Date)

(Parent Signature)

(Date)