

Lake Dallas ISD



Student Athletic Trainers (SATs)

Handbook

Student Name: _____

Introduction

The Lake Dallas ISD athletic program has a high number of athlete to athletic trainer ratio. It is difficult to provide quality medical coverage to every team from 7th grade through 12th without the assistance of our student athletic trainer's (SATs). The SAT program is designed for the SATs to assist the licensed/certified ATs in providing quality care. This opportunity allows the SATs to gain knowledge and hands-on experience in the field of sports medicine. The SATs act as an extension of the staff athletic trainers and provide first responder coverage to his/her assigned team. A first responder is knowledgeable in basic first aid and CPR/AED. This is a large responsibility for the SAT; however, with the proper training and the use of good time management skills, communication, and commitment, this will be a great experience.

Lake Dallas Staff Athletic Trainers

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Mission of the Student Athletic Training (SAT) Program

The mission of the Lake Dallas SAT Program is to provide quality health care for Lake Dallas athletics and prepare the student athletic trainers for their futures in the medical field.

Goals

- To meet the first aid needs of the LDISD athletics
- To produce quality high school students who excel in the classroom
- To provide educational experiences in a variety of settings
- To promote LDISD at all times
- To provide SATs with a multitude of opportunities to develop skills and character that will enhance their life after high school and in their future careers
- To award those individuals who have surpassed expectations and effectively displayed responsibility in their work habits
- To give 2 elective credits through successful completion of Sports Medicine 1 and Sports Medicine 2
- To give 2 PE credits through successful completion of Student Athletic Training 1 and Student Athletic Training 2

Program Admittance Requirements

To be admitted to the SATs 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 will depend on the number of applicants and the number of slots available. The staff athletic trainers have the right to make exceptions.

Complete the following:

1. Turn in the completed application by the deadline. (Varies every school year)
2. Read the SAT Program Handbook and submit a signed parent and student agreement form.
3. Enroll in one of the following classes: Kinesiology 1, Sports Medicine II, Student Athletic Training 1, or Student Athletic Training 2. The staff athletic trainers will inform you and your counselor of the most appropriate class for you
4. Turn in 1 reference form

To remain in good standing as a SAT, you must do the following:

1. Follow the policies and procedures outlined in this handbook.
2. Follow all UIL rules and guidelines.
3. Complete Sports Medicine II after Kinesiology I
4. First year students are in a probationary position. After evaluation based on performance and improvement after midterm evaluations, the student will be welcomed to the program or be dismissed based on performance, program commitment, and expectations listed below.
5. Enroll in the practical application classes :Athletic Training 1 and/or Athletic Training 2. *

*Staff athletic trainers will let you know which courses you would benefit from

SATs are encouraged to take Anatomy and Physiology.

General Expectations

- Be on time!
- Maintain good grades and conduct!
- The program needs dependable students; therefore, outside work must not consistently interfere with your SAT duties. Time-Management is key.
- Understand the policies and procedures in this handbook.
- Cooperate and work effectively with athletic staff members and other SATs
- If you are falling behind in your classes, inform the staff athletic trainers. This will allow us to make arrangements to help you. If you fail a class, you cannot go to games or practices.
- **Respect all coaches, teachers, administrators and athletes!**
- SATs are not allowed to talk to anyone except for 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.
- Horseplay or foul language will not be tolerated.
- Supervise the athletic training room if the staff athletic trainer steps out - enforce all rules and policies.
- **Enjoy and have fun with what you are doing!!**

Daily Athletic Training Room Expectations

- While on duty, your SAT responsibilities take precedence over homework.
- Learn how to use everything in the Athletic Training Room.
- **Do not use machines** without the presence and permission of a staff athletic trainer. Even if you know how to set it up.
- Make sure taping stations are properly stocked and all tables and modalities are wiped clean and supplies are put away neatly prior to leaving for the day.
- Follow all procedures, including cleaning.
- **Report all injuries to the staff athletic trainers- anyone that you provide a supply to (powerflex,etc) we should know about.**
- Stock the medical kits/trunks properly.
- Be knowledgeable of where all the supplies in the athletic training room are located.
- Tape athletes before workouts if you have been approved to do so.
- Learn as much as possible on a daily basis. Observe injury evaluations and ask questions at appropriate times. Understand the reason for what you are doing.
- If a SAT needs treatment or rehab, it **should not** be done during treatment of our athletes- unless pre-approved. We will make sure you get the same care as everyone else :)
- Remember that you are NOT a Certified Athletic Trainer. If an athlete complains about an injury or pain, you **MUST** inform us. You cannot make the call if they are "ok" or not.
- Assist an athlete in performing exercises listed on the daily rehab form.
- Remind each athlete to sign in on rank one when entering the ATR for treatment and to pull their rehab sheet to follow and get signed.
- If an athlete does not have a rehab sheet in the expandable file, make sure the athlete is told he/she must be evaluated by the staff AT before self treating.
- Food and drink will be allowed on the treatment tables on a case by case basis. Always ask permission first. This is a privilege; not cleaning up or abuse of the privilege will result in no food or drink in the ATR. No food or drink is allowed around the modalities under any circumstances.
- Cell Phones - when athletes are in the training room and when there is work to be done, we should not see them. If we have some down time , you need to make a call, or we are just "waiting" you may use your cell phones.

Practice & Game Expectations

- Be in attendance for all practices and games that you are assigned to cover.
- If you are going to be absent, it is your responsibility to notify the ATs and to get another SAT to cover for you. NOTIFY staff athletic trainers.
- Report all injuries to the Staff AT.
- If you have a cell phone, you should not be on it during practice and games unless approved by the staff ATs. Make sure to have the staff AT's cell number in case of emergency. Phones must be on silent mode.
- Be alert at all times.
- Get all sports medicine equipment set up as well as cleaned and put away after practices and games. Do not leave water on counters or around the whirlpools. Put all bottles and lids where they belong. Clean and dry all surfaces.
- Wear appropriate attire for the assigned duty. When in doubt ask the staff ATs.
- The SATs will not leave an activity unless there is an emergency or all duties for the activity are completed. This includes equipment clean up.
- The SATs are responsible for introducing him/herself to the visiting team's AT 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 practices or games excessively, even if excused, the staff AT and coach will determine whether 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 and a strike will be issued.
3. Not calling in an excused absence will be considered an unexcused absence and a strike will be issued.
4. An excused absence is one that is cleared by the staff ATs **before** the absence
5. You are responsible for finding someone to cover your assignment if you have to be absent after communicating with the staff ATs. Follow the shift coverage guidelines posted on Student Square and displayed in the athletic training room.
6. Students will be required to attend the first two weeks of August preseason practices. May be subject to removal if not present at staff athletic trainers' discretion. Students learn critical information during this time and missing these could result in mismanagement of emergencies, first aid, and/or daily operational tasks.

Strikes

A strike is defined as **anything** that violates this handbook or the LDISD student handbook. Strikes can also be given on a case by case basis and based on the Staff Athletic Trainers discretion. We believe in opportunities to grow and learn from mistakes. We follow the 3 strike rule. The student is allowed 3 strikes before you are **REMOVED** from the program.

1st Incident - informal warning and consequences from staff athletic trainer

2nd Incident - parent conference and or other consequences from the staff athletic trainers

3rd incident - removal from the program

Demerit/Merit System

This will be used for daily operational disciplinary actions that do not necessarily warrant a strike but require course correction. 15 demerits will be marked as a strike. Consequences will be applied to the next upcoming event immediately following the demerits received. Students will also be able to gain merits to make up for demerits received. The staff athletic trainers may choose to offer merits for services deemed appropriate. After 10 merits, the staff ATs may choose not to allow more merits. Listed below is the demerit point system to which the staff may use discretion if action is not listed below but needs course correction.

5 demerits = Required to work 1 extra practice or a morning treatment

10 demerits = Suspension from a game/event

15 demerits = 1 Strike

Demerits

- -2 Late to scheduled shift regardless of reason
- -2 Leaving early from a scheduled shift regardless of reason
- -2 Leaving food/drinks in the athletic training room
- -5 Continuing a behavior after staff athletic trainers have addressed it with student
- -3 Cell phone usage during a shift
- -5 Dress code violation
- -5 Poor behavior in classroom or any LDISD related location -
- -5 Negative attitude or disrespectful behavior toward another SAT, athlete, staff member, etc.
- -5 Not being respectful or following the directions of the team captains
- -15 Failure to inform the staff athletic trainers regarding absence prior to scheduled event

Merits

- +2 A case of water bottles (max.=2 cases)
- +2 Small Gatorade bottles (6 pack max.=2 cases)
- +2 2 Units of snacks for SATs (granola bars, cheese/peanut butter crackers, uncrustables, etc)
- +2 Working a morning treatment (cannot be a "makeup day")
- +2 Working a middle school game (cannot be doubled for volunteer hours)
- +2 A compliment from a Coach to ATC's

Dress Code

Your personal appearance and hygiene is a direct reflection of you, your parents, the Sports Medicine Program and our school. You will be expected to follow the dress code and look professional. We hold you to a much higher standard and have higher expectations than students not in the program. No leggings without a top that does not cover your glutes and no low neck tops. Shorts should have a minimum of 5" inseam. Clothing may not have any holes or have any visible cuts. If the dress code is not met, you will be asked to leave the contest or sit in the stands. This will constitute an unexcused absence and a strike will be issued. Attire for practices and events will be communicated through team captains.

ATR/Practices

- **Pants** - Team issued shorts/pants. Sweats, wind pants, khakis, leggings (if shirt covers gluteal region) and appropriate length shorts in neutral colors (black, green, gray, white or khaki.) Shorts must adhere to the LDHS dress code.
- **Shirts** - Team issued shirts, LD T-shirts, LD polos, LD sweatshirts or neutral colored jackets with no graphics over LDHS top.
- **Hats or Visors** - All hats must be approved by staff AT. Any hat issued by LDHS will be acceptable.
- **Shoes** - No sandals in the athletic training room will be allowed. Closed toe shoes (closed crocs ok) at all times. Exceptions will be made on a case by case basis.

Games

- **Pants** - Black Chino Style Pants, issued wind pants, or what has been assigned by the team captains.
- **Shorts** - Khakis or black dress shorts (black athletic shorts if JV , 9th, or MS FB game). Shorts must adhere to the LDHS dress code.
- **Shirts** - Green Polo, Team Behind The Team Shirt, or other approved shirts assigned by captains.
- **Hats or Visors** - Any hat must be approved by staff AT. Any hat issued by LDHS will be acceptable.
- **Shoes** - Tennis shoes are required for ALL game and practice events.

You should look and act like you are a part of something special, because you are!

Key points to remember:

- *The staff AT will make the final decision about inappropriate clothing*
- *Holes in clothing are unacceptable while on duty*
- *Tennis shoes 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*

Academic Guidelines

SAT academic standards have been set by the UIL, the governing body of Texas high school extra-curricular activities. 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 a 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 70 or above in all classes, the student will then regain his/her eligibility for the next three weeks. The SAT is strongly advised to attend tutorials during the time of ineligibility. Any ineligible student will not be permitted to work an athletic game. (You can purchase a ticket and attend the event) **Practices are still required. If a student is needing more time for tutorials/ make-up work- they are to email the requested dates/times that they will need "off" of practice to complete work.**

Academic success is a high priority. If a SAT is declared ineligible for any **three** eligible grade checks (concurrent or total) for the year, the Staff ATs reserve the right to dismiss the student from the 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

You must work a minimum of two Varsity sports and/or have been in the program for two full years in order to letter.

Playoff Games

If a sport that a SAT is assigned makes 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 trainers. The purpose of the evaluation is to help the student better understand his/her strengths and weaknesses. This is a tool to help you grow as a leader in our program.

Sport Team Assignments

Sport assignments are not simply based on the age and year of the SAT. However, these things are taken into consideration. Assignment to a sport will be based on need, staff AT discretion, academic eligibility history, experience level, attitude, dependability, and lastly the SAT's preference. All students are required to work a fall and spring sport each year.

- SAT's assigned to a varsity sport must have completed or are currently enrolled in Kinesiology I
- If a SAT is not cleared to tape, he/she will not be assigned to a varsity sport (depending on need and availability)
- SAT's assigned to a sport are expected to attend all contests of that sport
- If 2 SAT's are assigned, a staff AT will assign a leader who will be responsible for ensuring scheduling/calendar updates, etc. This will be part of the upper level class grades and assignments.
- It is the responsibility of the SAT to be informed of practice times/ places, schedule changes and bus departure times by the team's coach. Missing a bus is the same as missing a game.

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 Lake Dallas 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 myself at Lake Dallas High School is the primary concern of the Athletic Training Staff. I realize that I am an extension of the Staff Athletic Trainer. I will not talk about any injury, no matter how significant, to any person other than the Staff AT. _____(Student initial)

In the event that the policies and guidelines of the SAT Handbook are not followed, I will accept the consequences made as disciplinary action. Any SAT whose actions or misbehavior, whether on campus or off campus, reflect poorly on Lake Dallas ISD or our team, shall be disciplined at the head athletic trainer's discretion. The disciplinary actions which may be applied include suspension or removal from the team.

Student Print First and Last Name

Date

Student Signature

I (the parent/guardian of the above student) have also read the SAT's Handbook and agree to respect the policies and guidelines set forth by the Staff ATs. 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 ATs about disciplinary actions. I give permission for my child to travel for school approved trips. I also give my permission for my child's photograph to be used to promote the Sports Medicine program.

Print Parent (guardian) First and Last Name

Date

Signature of Parent (Guardian)

Phone Number

In Case of an Emergency Please Contact

Contact Name: _____

Relationship to Student: _____

Contact Number: _____