



SPORTS MEDICINE

**Athletic Training Student
Aide Handbook**

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Athletic Training Student Aide Handbook

Introduction

The Burleson ISD Sports Medicine Department would like to welcome you to our Athletic Training Student Aide Program. You are joining the program at a very exciting time as we strive to enhance the quality of care extended to student-athletes within and across Burleson ISD. We appreciate your time and effort during this period of professional development and thank you in advance for your contributions to the athletic program.

The Athletic Training Student Aide Program has two major objectives. The first objective is the responsibility of the immediate care of the injuries of the student-athletes. The second objective surrounds the educational competency expected from the student aide. In order to accommodate both objectives simultaneously, policies and procedures have been established to guide the program directives. Such organization and uniformity of program goals will result in efficient and effective athletic training practice.

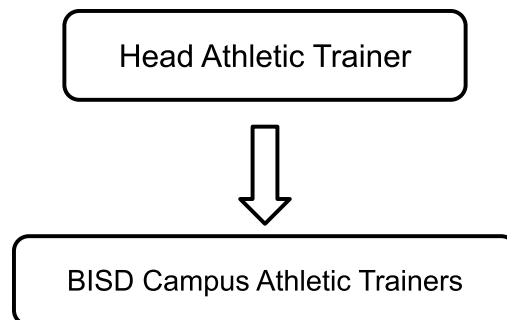
The student aides of Burleson ISD serve the sporting teams and their athletes during the school year. **It is a very time consuming and a demanding responsibility.** Dedication, dependability, and a hard work ethic are the key ingredients in making student aides the backbone of the Burleson ISD athletics.

This manual will serve as your road map through basic operating procedures and will assist you through your experience and hopefully answer most of your questions.

What is an Athletic Trainer?

Recognized by the American Medical Association as an Allied Health Profession, the Licensed and/or Certified Athletic Trainer are a well trained professional and an integral part of a complete athletic program. The role of the Athletic Trainer (AT) includes prevention, treatment and rehabilitation of athletic injuries as well as education and counseling of athletes. An Athletic Trainer has a thorough knowledge of anatomy, physiology, psychology, nutrition, conditioning and other related areas.

Chain of Command



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Student Athletic Training Aide Program Overview

The Athletic Training Student Aide Program at Burleson ISD provides students with the opportunity to work with all sports within the district. Acceptance into the program is based on the following:

- A. Grades
- B. Conduct
- C. Recommendations from teachers and counselors
- D. Personal interview with the sports medicine staff

Student aides must prove to have: a sound work ethic, academic strength, dependability, maturity, and acceptance of responsibility.

Mission Statement

The Sports Medicine Department strives to provide quality healthcare services to all student-athletes. Our team of multi-skilled professionals utilize evidence-based research to arrive at a comprehensive approach to ensure the safety of each student-athlete. This is accomplished through the practice of Athletic Training, which includes the prevention, recognition, evaluation, and rehabilitation of sports injuries, along with the dissemination of educational information that pertains to athletic injuries.

The Sports Medicine Staff is committed to the practice of treating individuals with respect, ensuring that each student-athlete receives access to comprehensive healthcare from professional personnel who seek to protect the dignity, privacy, and autonomy of the patient's right to make informed choices about their health care.

Sports Medicine Philosophy

The main premise of the Sports Medicine Department is that we build relationships through trust, quality health care and respect. This may be a simple idea, but we truly care about our profession and the student-athletes. It is the duty of the Sports Medicine staff to ethically treat all student-athletes fairly regardless of sport, age, gender, race, color or religion. In addition, the Sports Medicine staff is responsible for providing the best medical care possible within the confines of the resources that are available. Respectful and professional rapport between staff and patient will be extended to everyone and will be expected in return.

Our primary goal is to always put the health and welfare of our student-athletes first. It is the goal of the Sports Medicine staff to return all injured and ill athletes to participation as soon as the student-athlete is medically fit to participate without causing further harm to the person involved.

Proper Supervision of the Student Athletic Training Aides

The National Athletic Trainers' Association (NATA) recognizes, along with the Burleson ISD Sports Medicine Department, that allowing secondary school students the opportunity to observe the daily professional duties and responsibilities of an athletic trainer can be a valuable educational experience. This unique experience may expose students to the foundations of various health related careers as well as provide them with important life skills.

However, as professionals, we need to protect the students in our program and not allow anyone to expect our student aide to act independently with regard to the evaluation, assessment, treatment, and rehabilitation of injuries. Additionally, it is paramount that the student aide not be expected, asked or permitted to make "return to play" decisions.

The BHS Sports Medicine Department will allow the student aide to do the following:

- Aid in treatments under the direction of the Campus Athletic Trainer
- Aid in rehabilitation under the direction of the Campus Athletic Trainer

- Aid in taping under the direction of the Campus Athletic Trainer
- Aid in basic wound care under the direction of the Campus Athletic Trainer
- Aid in mentoring younger students under the direction of the Campus Athletic Trainer
- Aid in setup of practice and game sideline

Student Aide Expectations

Participation

Participation in the Athletic Training Student Aide program requires a serious time commitment, similar to the dedication extended toward campus-based athletics. It is essential that student aides understand the time demands that are required to be a part of the program. Due to the nature of interscholastic sports, several long days and some late nights are to be anticipated. Event or practice coverage may also include school breaks, weekends and holidays.

Student aides will be responsible for personal transportation after practices and games once the team returns to campus or the field house.

Absences and Tardies

Effective communication is vital to the success of any organization, as well as instrumental to the interaction of the individuals within the organization.

Every member must be present and on time to all assigned practices and games. You will be given a schedule with assigned practices and games well in advance of your assigned athletic season. Because of this, there is no excuse for not knowing when/if you are working a practice or game.

Please try to schedule all work, homework, placement tests, driver's education, non-emergency doctor/dentist appointments, and getting a driver's license for outside of practice and game times.

In the event a student aide must miss practice and/or game event coverage, timely communication with the campus athletic trainer is required. Failure to notify the campus AT in a timely manner may result in disciplinary action by the campus athletic trainer.

We understand that life happens and each student can't be at every event BUT we ask that students/parents communicate with the sports medicine staff in a timely manner to avoid penalty. Penalties include:

- Arriving late without notice, or excessive tardiness with notice
- Leaving before dismissal
- Missing an assigned practice or game

Dress Code

During athletic events and practice coverage, student aides shall observe and adhere to the dress code instituted by the campus athletic trainer. This is to ensure all are maintaining a level of professionalism and pride within the roles assigned.

Please be aware that appropriate weather apparel is recommended for inclement weather during practice or games. Inclement weather apparel is not necessarily provided by the campus sports medicine program, but may be provided when funding allows. If you are wearing weather apparel that is not issued by the district, please make sure that it aligns with the campus specific colors as outlined below.

Practice attire:

- Program issued shirts
- Campus specific shirts
- Shirts that are specific to your campus colors
 - a) Burleson HS/Hughes MS- red, black, white, grey
 - b) Centennial HS/Kerr MS- blue, grey, white, silver, black
- Black, grey, white, or red athletic shorts, sweatpants, or joggers
- Close toed shoes

Game attire:

Thursday Night (Sub-Varsity)

- Agreed upon program issued shirts (everyone should be matching)
- Black shorts, sweatpants, or joggers
- Tennis shoes

Friday Night (Varsity)

- Program issued polos
- Game day shorts or pants
- Tennis shoes

Inappropriate attire includes the following:

- Sleeveless shirts, tank tops, or midriff showing shirts
- Foul language, alcohol, or drug reference on shirts, pants, or hats
- Blue jean pants or shorts

- Spandex
- Any open toed shoes

At no point should anyone outside of the student athletic training aide program be wearing one of our issued shirts, polos, or jackets.

Grades

Student aides are required to maintain a grade of “70” or higher in all classes for each reporting period during the academic year. This is mandated by Texas state law and the University Interscholastic League. A student aide who does not have a grade of “70” in all classes at the end of the reporting period will be ineligible to participate in game activities. They may, at the discretion of the campus athletic trainer, continue to perform duties during practices and/or scrimmages. *Any student making below a 75 in any course may be subject to study hall hours until the grade improves.*

Upon achieving a grade of “70” or higher in all classes at progress report time, a student aide may regain eligibility to participate in game activities. Eligibility can only be regained at progress reporting periods; it may not be lost.

Behavior

Membership of the BISD Athletic Training Student Aide Program is a privilege, not a right. Student aides are expected to conduct themselves appropriately at all times within the classroom setting, when performing student aide duties on or off campus, as well as during personal time. Any use of social media shall follow acceptable standards for decorum and content.

Appropriate behavior is defined as follows: Adhering to, and complying with any and all BISD student conduct policies, BISD athletic department policies, BISD Sports Medicine department policies, and any applicable campus athletic department policies.

Discipline

Disciplinary intervention strategies will be administered in accordance with Burleson ISD Sports Medicine policy, Burleson ISD athletic department policy, and campus-based discipline plans. In addition, disciplinary action may include professional discretion by the campus athletic trainer to account for extenuating circumstances.

Any appeal of any disciplinary action administered shall be conducted in accordance with applicable Burleson ISD policy permitting such action. Otherwise, the intervention strategies invoked shall be deemed final.

The athletic trainer and/or athletic director reserves the right to dismiss student aides at any time for extreme violations.

In the event of misconduct that is not in line with BISD behavior standards, the student aide shall be subject to any of the following disciplinary action(s) indicated below.

1. Individual conference with campus athletic trainer
2. Parent conference with campus athletic trainer
3. Student consultation with the assistant principal and campus athletic trainer
4. Campus-based disciplinary intervention as deemed appropriate
5. Removal from student aide program

Day to Day Student Aide Responsibilities and Duties

Student aides are expected to attend to the duties assigned by the campus athletic trainer. These duties may include, but are not limited to the following:

- A. Arrive in a timely manner to prep the athletic training room for incoming student-athletes
- B. Learn by observation, listening, participating, and asking questions
- C. Provide care for student-athletes as directed by the campus athletic trainer
 - o Taping and wrapping
 - o Assisting with rehabilitation and treatment protocols
 - o Administering basic first aid
 - o Providing proper hydration
- D. Enforce all athletic training room regulations
- E. Take care of athletic training room
 - o Stock the taping table before each practice
 - o Stock miscellaneous items - band aids, elastic wraps, and gel
 - o Clean all tables, countertops and fold clean towels.
 - o Make sure all modalities are ready for use
 - o Make certain the hydrocollator is filled with water
 - o Inventory and stocking of supplies
- F. Follow proper infection control procedures.
- G. Practice and/or game event coverage
- H. Practice and/or game event set-up
- I. Complete all tasks as assigned by campus athletic trainer

- J. Know your limits. Perform duties as instructed by the campus athletic trainer
- K. Stay Positive

Practice and Game Responsibilities

Fall Sports

Every student aide will participate in the care of our football student athletes on a weekly basis. Each week, there will be required practice and game attendance. Requirement of student aide participation in other fall sports (i.e. cross country, volleyball) will be left up to each campus athletic training staff.

Winter/Spring Sports

Every student aide will be assigned a second sport at the discretion of campus athletic training staff. There will be no required practice participation throughout the week, but the student aide will be expected to attend all home and away games and competitions. Some sports will require more weekends than others.

Student Aide Practice Procedures

- Arrive at predetermined time discussed with campus athletic training staff
- Have your athletic training kit properly stocked
- Do not leave practice until you notify the campus athletic trainer
- Aid with treatment set up for student-athletes
- Clean and return all equipment to the appropriate storage area at the end of practice

Student Aide Game Procedure

- Arrive at predetermined time discussed with campus athletic training staff
- Greet, introduce, and inform the visiting athletic trainer or coach of services provided
- Have your athletic training kit and all emergency medical equipment at the game site
- Aid with treatment set up for student-athletes
- Don't leave game until you notify the campus athletic trainer
- Clean and return all equipment to the appropriate storage area at the end of game

Student Aide Team Travel Guidelines

- Ride in the front of the bus or school vehicle behind the coaches. The student aide will ride to and from all events on the designated school vehicle. Make sure

you have packed all necessary items for the games and that they are safely secure in the school vehicle.

- AT GAMES: Stay with the team, Keep first aid supplies neat and organized, Keep fluids full and refill without risk of running out, Take appropriate items with you for half times so that you do not have to return to the bench repeatedly, All time outs - be available with the necessary items for the athletes
- Be attentive to the players and coaches and help if you can. The student aide will maintain a helpful and courteous manner while working an event. No heckling, horseplay, rude behavior or "unhelpful" mannerisms will be tolerated.
- Do not leave the team to go to the concession stand (If you cannot make it through your games, then bring food with you to eat between games or after. Please do not eat in front of the athletes who are participating. It is not fair to them for you to eat when they cannot.)
- Do not leave the team without student aide coverage. At least one student aide needs to stay with the team at all times. If you have to excuse yourself, make sure the other student aide and coaches know where you are at.
- Anytime a player comes out of a game (sub), take them what they need as soon as possible.
- Cell phones should only be visible and/or used in case of emergency or for contacting staff athletic trainers. You may call for a ride upon arrival to the school.
- The student aide will wear appropriate attire while working sporting events. Please refer to the "dress code" section if you are unsure.
- The student aide will abide by the team rules with which they are traveling and do what the coaches ask of them.
- The student aide will maintain common courtesy to all coaches, players, opponents, officials and parents. The student aide will be available to help anyone that needs their skills and sympathies. Disrespect to any adult or athlete will be dealt with by swift punishment.

Athletic Training Facility Regulations

The athletic training facility is a medical clinic and is to be treated as such. Therefore, the following regulations must be strictly adhered to in order to facilitate an organized, properly run athletic training facility.

- If not an emergency, please clean up before coming to the athletic training facility and wear suitable clothing.
- Please **DO NOT WEAR SHOES** in the facility.
- No student-athlete will receive care without first entering their student ID and sports into Rank One.
- No food or drink is allowed in the athletic training facility without prior approval.

- Student-athlete's equipment should be kept out of the facility. This prevents clutter.
- If you are to receive treatment or taping, please be patient and wait your turn. When you are finished, please leave so that others may be attended to.
- No lounging in the facility by athletes. There should be a purpose for their visit.
- No horseplay or profanity allowed by any student or athlete.
- Taking things from the athletic training facility without permission by the athlete or student aide is stealing and punishable by district policy.
- Athletes are not permitted to operate any equipment or modalities.
- Athletes are responsible for all items issued to them. If it is not returned, the athlete will be responsible for the replacement cost of the items.

Note: If repeated violations occur, the athlete will be dismissed from the athletic training facility for the semester and possibly the year.

Earning a Letter Jacket

The student aide will be evaluated twice a year and given feedback on their skills and abilities.

Upon entering high school, lettermen are awarded to student aides who have met the following criteria:

- Completed two full years of the sports medicine program without any significant disciplinary issues
- Served as an athletic training student aide for at least one varsity sport

Eligibility for a letterman will be considered on a case-by-case basis every semester. Exceptions may be made for students who demonstrate outstanding commitment and leadership before they have served their full two years. Exceptions are rare and will be judged by the staff athletic trainers.

Confidentiality

Student Aides will maintain strict confidentiality of any situation regarding student-athlete injuries, return to play status, or other incidents involving student-athletes that may arise during the course of practice or events.

Pursuant to applicable statutes as set forth in the Texas Education Code, including but not limited to TEC 38.009, as well as the Federal Education Right to Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), information regarding students shall not be divulged to any third party by unauthorized individuals; in addition, information may only be released by authorized individuals to parties with a legitimate purpose, as defined by the above statutes.

Student Aide are not considered to be authorized individuals, and as such, are not permitted to divulge any information to any third party.

Student Aide are not to disclose or discuss the specifics of **any** activities that could compromise competitive advantage that occur during practice or game events, either on the field, court, training room, weight room, or any other venue.

Disputes, disagreements, or differences between student athletic training staff that may arise during practice or game events shall be confined to the training room, and shall **not** be made public. ***This also includes via social media.***

Conflicts shall be resolved “in-house” utilizing appropriate resolution strategies with adult intervention as deemed appropriate; in the event that advanced conflict resolution is needed, appropriate channels shall be followed for further intervention.

Student Aide who violate any aspect of these expectations shall be subject to disciplinary action as deemed appropriate by applicable disciplinary policy and/or campus athletic trainer discretion.

Student Aide will be evaluated twice a year and given feedback on their skills and abilities.