



KLEIN FOREST SPORTS MEDICINE
STUDENT ATHLETIC TRAINING AIDE HANDBOOK
2022-2023

Rev. 2022

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INTRODUCTION

The purpose of this handbook is to acquaint the student athletic trainer with the Klein Forest High School Sports Medicine Program. It is the student's responsibility to be familiar with the material contained herein and to follow the policies and procedures. This handbook will establish cohesiveness by providing a foundation that will help provide for a successful and enjoyable work environment.

At KFHS, the student athletic trainer is the backbone of the athletic training program, and we believe the athletics department. For us to be successful, each person must do his or her part to maintain a high level of efficiency, productivity, and professionalism always. You are one of thousands of student athletic trainers across the nation. You must strive to be the best at every task you perform. You must work to positively distinguish yourself from your counterparts. This will bring a successful reputation to this program and will better your career opportunities in the future.

The global objective of the KF Sports Medicine Program is to prepare each student for their future endeavors in life, be it athletic training related or not. There are three main ideas the program will attempt to reinforce in order to obtain the objective. First, the program will put the student in real life situations where decision-making skills are challenged under supervision. Second, the program will establish a solid background for building structure and discipline for situations. Finally, the program will establish the responsibilities of an athletic trainer and will prioritize them in a manner that will allow for good organizational and leadership skills. The KF athletic staff is committed to developing the student for life after high school and are more concerned that each student leaves with a great attitude and work ethic that is transferable to any employment opportunity and that they are a contributing member of their community.

Understand that being a member of the Klein Forest Sports Medicine program is a privilege, not a right. Members can be dismissed from the program by the KF staff Athletic Trainers for any violation of present or future policies set forth by KISD, the athletic department, or the sports medicine program at Klein Forest High School.

This handbook will provide answers to many of your questions. However, should you have any other questions or concerns, always feel free to talk to one of our staff Athletic Trainer's at phone number, 832-484-4704.

Mission Statement

The Sports Medicine Department at KFHS is committed to providing the best possible comprehensive care to all KFHS student athletes. This includes education, prevention, evaluation, recognition, treatment, and rehabilitation of injuries and illnesses associated with athletic participation. Referral necessary for additional medical and psychological evaluation and treatment can be also provided.

The staff athletic trainers are dedicated to this mission and follow the national (NATA) and the state (TSATA) athletic training guidelines as well as KISD and the UIL rules and regulations.

Duties of the Staff Athletic Trainers

1. Work with all sports in the prevention, care, and rehabilitation of all injuries.
2. Keep an accurate inventory of sports medicine supplies and equipment.
3. Supervise the overall operation of the athletic training facility.
4. Supervise the operation of all therapeutic modalities and see that they are used in a safe and proper manner.
5. Ensure that all athletes see a staff athletic trainer when they are sick or injured and provide proper medical care for them.
6. Assign athletic training students to the various sports for learning and developmental purposes.
7. Evaluate all athletic training student's work habits and taping skills.
8. Make sure all coaching staff is current on CPR/AED/First Aid certifications.
9. Keep an accurate database of all athletes involved in sports. This includes but is not limited to daily injury reports, medical notes, and treatment logs of athletes receiving treatment.
10. Handle transportation for athletic training students and get pertinent information to them regarding their sport(s).
11. Oversee student athletic training program and maintains SAT records and clothing issue forms.
12. Any duties that may be assigned by the Athletic Director, Assistant Athletic Director, Athletic Coordinator, and Principal.

General Rules and Policies of the Athletic Training Facility

1. The first priority is the care and prevention of all athletic injuries.
2. Do not allow an athlete to sit in the athletic training facility waiting to be treated. Make contact with the athlete and politely ask them why they are in the training room and ensure the athletic trainers know about the athlete.
3. We only treat KFHS athletes and visiting team athletes. The general student body will not be treated. Refer them to the nurse. Only a staff athletic trainer can determine if any non-KFHS person/athlete will be treated.
4. Do not let the athlete dictate to you what they want done. Work closely with the athlete concerning their injury, but the athletic training staff will dictate the best approach to treatment.
5. Never leave the athletic training facility unattended if there are athletes in it.
6. Do not keep the athletes in the athletic training facility longer than necessary. The ATF is not a hang out for any athletes or extra personnel not receiving treatment. Each situation will be handled on a case-by-case basis.
7. At no time is anyone allowed to use the office computers or sit in the athletic trainers' chairs unless given permission to by staff athletic trainers.
8. At no time will anyone be allowed to sit at either staff athletic trainer's desk. **NO EXCEPTIONS.**
9. There will be no prescription medication dispensed in the athletic training facility at any time unless dispensed by a physician.
10. No one will carry generic or prescription medication in their student issued kit.
11. Athletes may be instructed to remove shoes/cleats before entering the athletic training facility.
12. No borrowing and/or taking of supplies without permission from a staff athletic trainer.
13. Proper attire must be worn at all times within the dress code designated for the athletic training facility. Wearing improper clothing at practice or games will result in the student being sent home from school for the remainder of the day.
14. It is the responsibility of the athlete to allow enough time for his/her treatment and still report to class/practices on time.
15. Athletes are not allowed to turn off, on or adjust any treatment equipment in the athletic training facility unless instructed to by a staff athletic trainer.
16. All athletes need to let a staff athletic trainer know before seeing a physician for an athletic injury.
17. No self-treatment is allowed in the athletic training facility by any athletes.
18. The athletic training facility is NOT a social hangout. Only persons working (SAT's) or athletes getting treatment are allowed in the athletic training facility. This includes athletic training students, equipment managers, and athletes. Those not providing, receiving, or awaiting treatment will be asked to leave.
19. Friday game days will be only worked by those students deemed "deserving" and will be notified by a staff athletic trainer via email.
20. Cell phones must be put away or not visible at the start of class time unless it is needed to complete an assigned task.

Sports Medicine Program Goals

These goals are the backbone of a successful sports medicine program. To become a successful athletic training student, and ultimately a successful person, you are expected to take these goals to heart and live by them day by day, not only in the athletic training facility but in your daily life and school as well. Read, give thought, and use these goals to change your personal weaknesses into strengths.

1. Develop a sound educational background from which you can further your skills, and ultimately, provide a better letter of care for the athletes and coaches with which you will be working.
2. As you enter adulthood, more and more responsibilities will be placed upon you. Allow the Sports Medicine Program to help you develop a greater sense of responsibility both in and out of the athletic training facility.
3. Character and self-discipline are essential for development during maturity. Discipline yourself to carry out the duties expected of you to the best of your ability. Often you will be asked to do things that are uninteresting or possibly distasteful. Show positive self-discipline and carry out these duties with pride and as thoroughly as possible.
4. Prepare yourself for the future. Tomorrow will be here before you know it! Look to the future and think about what you want to accomplish one year, five years, or maybe even ten years from now. Set both short- and long-term goals and ready yourself for life's challenges. Take school seriously because the grades you make today could take you where you want to be soon.
5. Learn to work with others. You do not live in an "I" or "me" world. Others will depend on you and expect you to work with them. Realize that everyone has strengths and weaknesses. Being able to recognize both yours and other's strengths and weaknesses and how to work with them is invaluable. Being able to work well with a variety of personalities is not optional and a valuable skill to acquire.
6. Organization is a trait of a successful person. We will all face some type of adversity in our lives. An organized person can face adversity and conquer negative situations. Organize, prepare, and be ready to always react. Proper planning prevents poor performance.
7. When working with others, it is important to gain the confidence and respect of those with whom you work. Both athletes and coaches depend on your services. If you act responsibly and perform as expected, you will earn the respect of those with whom you work.

Qualities of a Student Athletic Trainer

DEPENDABILITY: This includes punctuality, following directions, completion of tasks assigned, enforcing the rules of the athletic training facility, asking for help if needed, and showing initiative.

DEDICATION/COMMITMENT: You must be dedicated to your personal success in the athletic training program. Be committed to this program and involve yourself in as much as possible to learn and develop new skills.

SINCERITY, HONESTY, LOYALTY, AND INTEGRITY: We work in an environment governed by many rules and requirements. Each student is responsible to ensure that rules are followed. As a student athletic training you are in a very precarious position. You are undoubtedly friends with many of the athletes; you must not let this relationship affect your judgment.

PRIDE: You should take pride in everything that you do. Some tasks that we perform may not seem important or even fun, but they are important in the grand scheme of our program. Take pride in your school and the activities that you are involved in and what you are trying to accomplish. Take pride in yourself and your commitment, because if it were easy, everyone could & would do it.

PROFESSIONALISM: Please keep in mind you are a representative of the KFHS Sports Medicine Program at all times. Your words and actions will have a direct reflection on the entire program. You are expected to act as a professional while at work. **Excessive socializing, drama, inappropriate or other unprofessional behavior WILL NOT BE TOLERATED.** You are also expected to act in a mature and responsible manner while away from the athletic training room. There is a **ZERO TOLERANCE** for any athletic training student caught using or in the possession of illegal drugs or alcohol. In any situation involving drugs and/or alcohol the student will face the most severe consequences with the possibility of expulsion of the program.

CONFIDENTIALITY: ALL information regarding an athlete's injury or condition is strictly confidential unless instructed by either staff athletic trainer you are not to discuss any information with anyone outside the athletic training facility. All questions regarding an injury should be directed to a staff athletic trainer.

PUNCTUALITY: Tardiness **WILL NOT BE TOLERATED.** You **MUST BE ON TIME** for work, practices, games, and travel. **DO NOT** make a team wait for you under any circumstance. If you find yourself late in a situation that will cause you to be late for either athletic training facility hours or games, let the staff athletic trainers and associated coach know ASAP. If you miss a bus traveling to an event, you are **NOT** allowed to drive yourself or get a ride to the event and act in a student athletic trainer capacity. You become a spectator at that point.

Finally, **FRIENDLINESS** and a **SENSE OF HUMOR** are a necessity. As a staff we all put in long hours and need to learn to cooperate with one another.

The KFHS Sports Medicine Program has a zero-tolerance policy as outlined in the KISD student athlete handbook. Any disciplinary issues will be handled on a case-by-case basis with the student's associated Assistant Principal. Each case has the possible consequence of being removed from the KFHS Sports Medicine Program.

Role of a Student Athletic Training

As an student athletic training for athletics at KFHS you will be expected to aid in prevention, treatment, and rehabilitation of athletic injuries. In order for the sports medicine program to operate to its maximum efficiency, athletic training students must work diligently, learn well, and assume all responsibility that is delegated in a mature and responsible manner. The KFHS athletic department is counting on you to become a skilled member of its staff. Some of your work will not be glamorous and sometimes learning can mean receiving stern words from a superior. We at KFHS want you to always remember, we are always trying to help you be the best possible person you can be. The KFHS Sports Medicine Program follows the UIL “No pass, no play” policy which means that if you fail your classes during the eligibility period you will not be allowed to cover any games. You will be held accountable for helping your teammates out during practices, but you will not reap the same rewards as those students that pass their classes. There is a two (2) strike system in place regarding grades. If you fail two (2) eligibility periods you will be removed from the program and class. You are a student first and therefore you must learn to be a good student before you can learn to be a good student athletic trainer.

The main priority of the athletic training student is the well-being of the student athlete. The student athletic trainer’s role is vital in assisting the staff athletic trainers with providing sports medicine care and assistance.

Be constantly aware of the commitment it takes to do your job correctly and efficiently. Being a student trainer needs to rank at the top of your priorities. It is a privilege to be a student trainer, NOT a requirement. Though these jobs may seem trivial, they are very important to the operation to this athletic training facility. No student will be asked to perform a job that a staff or licensed athletic trainer has not performed during their career or could potentially be unsafe.

Team Building:

Throughout the year there will be opportunities to attend team building or bonding activities. Opportunities could be as simple as attending a varsity football game and going to pregame with the other student athletic trainers. The expectation is that each student participates and works on their relationship with each student in the program to build trust and value in each other. The group cannot be cohesive if each member of the group doesn’t do their part to learn about each other and develop a relationship with each other. This program will allow you plenty of time to learn about the profession and meet other athletic training students from the Houston region.

Code of Conduct for Student Athletic Trainers

1. Be honest with yourself and with others. Avoid attempting to bluff your way through situations that demand answers you do not possess. Admit your lack of knowledge. Doing so will make you seem more human and increase athlete's respect for you.
2. Under no circumstances should you attempt to carry out a procedure that is the responsibility of a physician or the staff athletic trainers unless you have been given instructions to do so. Do not proceed beyond the limits of your ability.
3. The athletic training program is a drug and alcohol free, zero-tolerance program. Students associated or affiliated with drugs that receive school related punishments will be removed from the program.
4. Be thorough. Administer your respective duties with attention to detail and with professional exactness.
5. Conduct yourself in a responsible, mature member of the community and as one who reflects professional competence and integrity. By your actions, earn the respect and confidence of those around you.
6. To be a standout student athletic trainer, be the first person on the job, get supplies ready and the last one to leave with all the supplies (water, kit, fanny packs, bottles) put away and cleaned.
7. Help the staff athletic trainers by enforcing the athletic training facility's policies.
8. When in doubt, always ask a staff/licensed athletic trainer.
9. DO NOT experiment with new methods until you have learned the benefits and disadvantages of the previously used methods.
10. DO NOT play favorites. Everyone should rank equally in the athletic training facility.
11. DO NOT play practical jokes or horseplay in the athletic training facility. This activity will NOT BE TOLERATED.
12. Treat all athletes with the same respect you expect from them.
13. DO NOT get involved with team affairs. This will NOT be tolerated.
14. DO NOT do anything that will embarrass yourself, your parents, your peers, the sports medicine program or KFHS.
15. Act responsibly when socializing with athletes/staff outside of the athletic training facility and workplace. Do not compromise the respect among athletic training students, athletes, and staff.
16. DO NOT fraternize with the athletes. They deserve your time and attention towards their athletic needs, whether their needs are taping, treatments, etc... They also deserve your respect as a person and must not be afraid of coming into the athletic training facility. **KEEP ALL NON-ATHLETIC MATTERS OUTSIDE OF THE ATHLETIC AREA.**
17. Show respect to student-athletes, coaches, administrators, staff athletic trainers, and physicians at all times.
18. Adhere to all emotional standards set forth by the KFHS staff athletic trainers.
19. Students are expected to conduct themselves in a professional manner. This includes, but it is not limited to, VULGAR LANGUAGE, NO RACIAL OR DEROGATORY REMARKS AND ABSOLUTELY NO HORSEPLAY! It will **NOT** be tolerated.
20. DO NOT put anything that happens or is said in the Athletic Training Facility on any social media site. This will NOT BE TOLERATED and is in violation of Texas' privacy laws.

Game Days Responsibilities and Conduct

Student athletic trainers have several responsibilities on game day to help and ensure our athletes success on their respective field or court. On game days, the student athletic trainers working the game must report to the athletic training facility 30 minutes prior to game time. It is the student's responsibility to ensure their facility or field is set up to the staff athletic trainer's specifications and that all needed equipment (water, bottles, towels, etc...) are supplied, properly working, and in their designated location. Each location has a slightly different set-up but requires approximately the same materials. If anything is missing or needed, it is the student working the sport to assume responsibility and get whatever is needed or missing from the site. Preparation is everything and we **MUST** be able to trust and know that our athletes have everything they need to be successful. **Athletic training students must know to ask questions if they are unsure about set up or about any supplies needed.**

Game Day Code of Conduct:

On game days, it is the student's responsibility to bring khaki/black pants and their designated game day polo and wear that clothing while their sport is playing. **If they are not in dress code (Belt, designated shirt, designated pants, and appropriate shoes) for the game, they will be told they will not work the game and will not step on the playing field/court.** It is an expectation of the students to know what the attire is for their game and to ask either a staff athletic trainer or other students what is expected to wear. Communication is an important skill to learn and an essential to us and the program. Without coordination and communication from our athletic training students, coaches and faculty, our program falls apart.

On game days there is a lot that goes into each sport to make it successful. We expect full cooperation and often require the athletic training student to think and go above and beyond what we expect. Students are expected to be on their best behavior at EVERY sporting event, whether an athletic training student or spectator. This program does not tolerate students who cannot conduct themselves as a polite and proper member of the student body. If the matter cannot be managed in the training room, the staff athletic trainers will take the matters up with the student's associated assistant principal with the possibility of expulsion from the program. Athletic training students will be talked to about their conduct during football game days vs. other sports and how they differ. Football game days are hectic and the athletic trainers are often pulled in several directions. Please understand that the program is designed so students take initiative and understand what needs to be done without asking. If you do not know what is to be done, ask a returning (veteran) sports medicine student. Direct any unknown questions to the Doc's when available.

Responsibilities of the Athletic Training Student

1. Put supplies away before going home at night. Make sure the garage is shut if you are the last one in.
2. Students must be able to lift a minimum of 25lbs to complete a few of the tasks in the training room.
3. Find productive things to do in slack moments. **No games or card playing of any sort will be played during class. The staff athletic trainer will pick them up and you may pick them up at the end of the day or at the end of your team's practice or game that evening.**
4. Your hands are your most important tools; keep them clean. **Wear gloves** ANY TIME you may encounter blood, bodily fluids, and/or non-intact skin.
5. During practice, pay attention to the athletes with known injuries. Check on every player at half-time during contests, matches or games.
6. You are all part of the sports medicine team and are EXPECTED to attend ALL games and practices for the ENTIRE SEASON.
7. To maintain good injury/treatment records, please remind and check that each athlete in the athletic training facility receiving treatment has signed in. Remind them to ask questions if needed.
8. Assist the staff athletic trainers or coaches anytime you are asked or told to do so without hesitation. (grumbling or moaning will NOT be tolerated)
9. Help keep the athletic training facility and accessory rooms in a hygienic (clean and organized) condition at all times.
10. Give daily treatments under proper supervision. Never allow an athlete to give himself/herself treatment with any of the modalities.
11. Make sure that there is always someone from the Sports Medicine program in the athletic training facility. **Never** leave an athlete or anyone in the athletic training facility unsupervised.
12. Follow all directions of the staff athletic trainers concerning the prevention, the care of injuries, and the rehabilitation of injured athletes.
13. Be responsible to be present at the announced time to all meetings, treatment and taping sessions, practices, and travel departures that you (the student athletic trainers) are required and expected to attend.
14. Maintain a satisfactory (passing) academic standing and regularly attend classes that you are registered or signed up for. **TWO FAILING GRADE IN A YEAR WILL LEAD TO A REMOVAL FROM THE PROGRAM.** We need athletic training students that are reliable and in excellent academic standing.
15. Refer all new injuries to the staff athletic trainers for their evaluation and instructions for treatment to be initiated.
16. At all times be concerned with the overall safety of the team. The team refers to athletes and peers in the sports medicine program. Take pride in your job and your responsibility.
17. Welcome the staff athletic trainers and/or student athletic trainers from the visiting teams and familiarize them with our facilities. (Ice bin and bags)

18. Check first aid kits and emergency equipment to see that they are well stocked in an orderly fashion for practice, games, and trips.
19. Be responsible for having water and equipment ready for each circumstance.
20. During athletic events, you are here to work with the sport/team, therefore during pre-game, half-time and post-game you are obligated to be with your team and/or in the athletic training facility. Game time is NOT social time with the fans/family/friends that may be in attendance. You are on the field/court to work.
21. STUDENTS ARE EXPECTED TO TAKE INITIATIVE AND NOT HAVE TO BE TOLD WHAT TO DO. Regardless of experience, all students will participate in duties assigned. DO NOT expect someone with authority to tell you what to do next. If you have nothing to do, find something or ask for something to do.
22. Take care of personal business on your own time. Homework is to be done at home and not during busy training room times. Students must pay attention to what needs to be done during class time.
23. During games and practices the students are not to be disruptions and/or distractions. There is to be no interrupting or questioning of a coach. Interaction with the athletes is to be kept to a minimum during these times. If this becomes a problem, the student will be asked to leave the event they are attending.
24. Cell phones and musical devices are to remain **OFF** during the time you are working a game or practice. You will not be talking on your cell phone, text messaging, taking pictures or listening to music while you are working with your sport or while in class.
25. Be on time for all practices, games, and travel departures.
26. **Have pride in your work, regardless of the task.**
27. If you cannot be here due to illness or emergency, PLEASE CALL and let the staff athletic trainers know via text message, email, or phone call.
28. Event set-up must be completed prior to practice or game
29. Do not trade or leave your duty assignment unless instructed to do so by a staff athletic trainer.
30. Do NOT congregate or gather around each other or sit down out of sight of the coaches during practices.
31. Be aware of high traffic and busy times in the athletic training facility and do not congregate in the office or in the athletic training facility without being productive. There is always something to do in the athletic training facility.
32. Athletic training students must coordinate with each other to ensure ALL PRACTICES AND GAMES are covered. Each sport will be assigned an athletic training student or two to help. Learn to take ownership of the sport you are assigned and get to know the names of the athletes in the sport you are covering.
33. **NO CELL PHONES WILL BE ALLOWED DURING GAMES.** (Certain circumstances are acceptable and will be discuss in further detail)

Student Athletic Training Aide Dress Code

Every day:

- Jeans, khakis, or wind pants (khaki, denim, or other types or shorts of respectable length. KFHS Dress code is enforced in the athletic training facility at ALL TIMES.)
- No cut-offs of any sort. Shorts MUST be FINGER length. No higher than your fingertips when arms extended.
- Attire must be appropriate for the work environment.
- No sandals, open-toed shoes, high heels, or backless shoes. Tennis shoes or work appropriate boots only.
- No tank tops or spaghetti strap camisoles. No visible mid-drifts. No “sagging” pants.
- Clothing with offensive language or images are prohibited.
- No sunglasses or hats are allowed to be worn inside the athletic training facility. While outside both are acceptable.
- Proper under attire is required.
- No skin-tight, revealing clothing.
- Must wear assigned athletic training clothing to ALL practices and games.

Indoor Sport Attire (Game Day):

* Athletic training students must be professionally and appropriately dressed.

This includes:

- MEN: Khaki pants/shorts, dress shirt, and tie if required, dress shoes or tennis shoes. Ask an Athletic Trainer for alternatives.
- WOMEN: Dress slacks, khaki slacks, collared sports medicine shirt or nice blouse/sweater, dress shoes or tennis shoes. Ask a staff athletic trainer for alternatives.
- Attire must be professional looking, but you must be able to work in it. This includes **no short skirts on females**.
- No skintight or revealing clothing. Shorts can be no shorter than the beginning of your fingers on your palm. Ask for reference.
- No spaghetti straps or tank tops.
- No visible body piercing besides the ears. The student will be asked to remove them for the duration of the game or leave the game and be deducted substantial points from their overall grade.
- Athletic training students must be well-groomed; i.e. hair must be cut or combed.

Outdoor Sport Attire (Game Day):

- Khaki or black shorts or pants **MUST** be worn. If you do not have it on game day, you will not attend the football game and your grade will be affected. Ask Doc's for size
- Issued Sports Medicine shirts **MUST** be worn. If you do not have it on game day, you will not attend the football game and your grade will be affected.
- Shirts **MUST BE** tucked in at ALL times. This applied to both boys and girls.
- Shorts must be no higher than **where the fingers start on the palm**. NO EXCEPTIONS.
- Tennis shoes **MUST BE WORN**. No sandals will be allowed at any event. EVER.
- Issues Sports Medicine jacket.
- No cut-off shorts are allowed of ANY KIND.
- Clothes may get dirty, so wear attire you can work in and don't mind getting dirty.
- Hair must be well-groomed, neat, combed, and pulled back (Females) and no large accessories or distractive objects are allowed.

Personal Hygiene:

As an athletic training student, you will be coming into contact with several different people in a very small athletic training facility. It is imperative that you practice good personal hygiene. This includes but is not limited to: wearing deodorants; minimizing the use of perfumes/colognes; keep fingernails clean and of a respectable length; keeping hair clean. You will come into contact with athletes and their clothing and bodies. There will be bodily fluids involved (i.e. blood, sweat, etc.) There will be adequate amounts of hand sanitizers, soaps, hot water, etc... made available to you at all times. **Use them as needed for your own protection.** Use rubber gloves at any time that you may come into contact with bodily fluids other than sweat. This is to protect you as well as the athletes from disease and infections.

ATS Dress Code

(Starting now!)



XXX ON YOUR **THIRD** DRESS CODE VIOLATION STRIKE YOU WILL NOT BE ABLE TO ATTEND YOUR NEXT ASSIGNED VARSITY GAME! 😞

Secondary Sports

Toward the end of the football season all athletic training student aides will be given the option of ranking their top three (3) choices for their 2nd sport assignment and turning them into the staff Athletic Trainers. It will be solely up to the staff athletic trainers to decide where they feel each student will benefit themselves, the coaches and players of the sport they are assigned. Please understand that each student is assigned to the sport for a reason, and no student is allowed to switch sports without prior staff Athletic Trainer approval. The safety and security of our athletic training students is taken into every consideration as well as the student body the students could potentially be assigned to. Students benefit from witnessing and caring for a variety of injuries and therefore the students should be assigned different sports each year they are in the program. Certain circumstances may cause conflicts and those will be dealt with as they occur.

Transfer Students Policy

The KFHS Sports Medicine is open to transfer students, however, there are certain expectations and abilities the transfer student must possess prior to being accepted in the program unless they want to be accepted in the Sports Medicine class period.

When students transfer into the program after summer football practice has been completed, it is difficult to allow the student in without the knowledge and knowhow of the athletic training facility. **Students or parents are responsible for contacting either athletic trainer in the summer and opening the lines of communication.** It is up to the staff athletic trainers whether certain circumstances will be acceptable.

NO NEW STUDENT TO THE ATHLETIC TRAINING PROFESSION WILL BE ACCEPTED IN THE MIDDLE OF THE YEAR. Eligible transfer students will be put on a 1-month probation period to prove that they possess the work ethic, knowledge and maturity required for this program. All students enrolled in the program go through a “try-out” period prior to their acceptance into the program. The “try-out” for the previously enrolled students takes place during the Spring football season and game and extends through the following summer football 2-a-days football practice. At the completion of 2-a-days football practice, the students are then told that they are or are not in the athletic training program. Transfer students will sign a contract with their counselor as a 30-day probationary period. The student must then demonstrate necessary skills and the ability required for the program. At the end of their probation period, the student will meet with both of the athletic trainers to decide if the program is right for them and to acknowledge the rules and regulations of the program.

Letterman Requirements

Students that have **completed two (2) full years (includes two (2) football seasons and a second sport each year) and remain in good standing in the program** will be eligible to size for a letterman in the last available letter jacket sizing time of the qualifying year. Athletic training students that have not met the requirements will not be allowed to size for their letterman (no exceptions). It is an expectation and understanding that after receiving their letter jacket that students will continue with the program throughout their remaining time at Klein Forest High School.

Varsity Football Game Requirements

Due to the amount of varsity football games available and the opportunity each student has to work their fair share of games, the number of games a student must work in order to be eligible to work or travel to a varsity playoff game is 5 games. Each second year student and older will be asked to work a minimum of 5 varsity football games (more if they do well) no matter their skill level. The games offered may only be home games so the student is comfortable and familiar with the setting and atmosphere, but each student will have the opportunity to meet the minimum requirement. If a student elects to miss a game due to personal reasons (does not want to work a certain game, ill, homecoming, etc...) it is their responsibility to take initiative and earn a position to work other games. It is solely up to the staff athletic trainers whether or not the student will be able to work the next available game. The situation may all depend on the student's work ethic, dependability, and other important factors. The program is not designed to reward those offering their minimum with the same benefits as those giving it their all day in and day out. You get out what you put in.

To be eligible to work Friday night varsity football games, the staff athletic trainers will decide those that deserve to participate on the sideline. The individuals that are chosen have been punctual, dress appropriately, show initiative and understanding of most situations, do not often have to be told when and where to be, mature and responsible enough to handle sensitive matters, be in attendance at every practice or mandatory event, and bring a great attitude every day. Each student will be on a case-by-case basis and will be the decision of the staff athletic trainers. Every student will have the opportunity to meet the minimum of games as long as they participate and are in attendance at required practices. This is a zero-tolerance policy and no leniency will be allowed.

Please contact the staff athletic trainers directly with questions or concerns.

Relationship of Student Athletic Trainer to Student Athletic Trainer

It goes without saying that for our staff to be productive and to achieve maximum efficiency, there can be nothing less than an excellent rapport between athletic training students. As you will soon learn, each member of the athletic training staff is depending on you to do your share, otherwise, you will cause a hardship on each of us since we must somehow pick up the slack. The work must be completed and we must all work together in order to be effective and efficient. Petty arguments, misuse of authority, or any attitude not conducive to learning and productivity will not be tolerated. The athletic training students at the academic level of a junior or senior should take it upon themselves to devote a certain percent of their time daily to the instruction of the less experienced members of the staff. The greatest tool for learning is experience. Seek out the staff members with the experience and soak up their knowledge. It will make you a better athletic training student.

Athletic training students are highly encouraged to keep their personal life outside of athletics and outside of the athletic training facility. We feel that when there is a relationship between two athletic training students that it can cause a distraction and disruption during their class time and can affect their time in the athletic training facility. In order to function as efficiently as possible, distractions will not be tolerated and in order to dissolve distractions, students may be asked to be removed from the athletic training facility and/or the program.

Relationship of Athletic Training Students to Student-Athlete

Treat all athletes with integrity, respect and courtesy. Combine friendliness with professionalism. You should make a sincere attempt to gain the respect and confidence of all athletes. Respect can be gained most readily by exhibiting proficiency in the athletic training facility and the skills and knowledge of athletic injuries. Expression of a sincere interest in the athlete's welfare will also help you gain their respect and cooperation. The athletes are to adhere to the rules and regulations pertaining to them in the athletic training facility or when under the direction of any staff member. Violations of these rules will be handled by the staff athletic trainers in a sensible, courteous, firm, but professional manner. Some good rules to follow concerning this area are:

1. Do not let athlete's dictate to you what they may want done or how to do certain treatments. This includes both taping and any treatments.
2. Do not discuss an athlete's injury with another athlete. No matter the situation.
3. Be careful when talking about an injury. Be aware of what you tell an athlete. In some cases, the more they know, the more they worry.
4. You should not give special privileges to anyone.
5. Never cover up or lie for an athlete.
6. Treat all athletes with respect. **Even if the athlete does not show respect to you, "be the bigger person".**

Athletic training students are highly encouraged to keep their personal life outside of athletics. We feel that when relationships happen between athletic training students and athlete's it causes distractions that are brought in and around the athletic training facility. In order to function as efficiently as possible, distractions will not be tolerated and will be asked to be removed from the athletic training facility. We do not need to get told that one of our athletic training students is a distraction to an athlete in or out of school. This is a rule the staff athletic trainers are firm about.

Relationship of Athletic Training Students to the Team Physician

Athletic training students must have a close working relationship with the team physician. The team physician will make the final recommendation concerning the participation or non-participation of an injured athlete. This does not mean he will make all the decisions, since they cannot spread themselves thin enough to accomplish this, but all decisions that are made by a staff athletic trainer are the responsibility of the team physician.

The athletic training student should seek knowledge from the team physician in much the same way he/she does from the staff athletic trainers. Free to consult with the physician with any matters concerning athletic injuries. It is desirable for the team physician to see all injuries that cause an athlete to miss more than one day of practice. Remember, you can be negligent if you do not refer an athlete with a serious injury to the team physician or to a doctor if the injury is serious enough.

Spring Football Expectations

After each student works football in the fall and their assigned second sport, each student that plans on returning to the sports medicine program the following school year is required to work the entire Spring football season. Any student who chooses not to work Spring football will not be eligible to return to the KFHS Sports Medicine program the following year. Spring football is the student's try-out time with our cuts made after 2-a-day practice in the summer provided the students return to attend the pre-practice meetings. Please contact the Doc's with any questions or concerns.

Releasing of Information Policy

Athletes are going to sustain injuries while participating in athletics. There will be occasions presented to the athletic training students to discuss the injury with someone other than a team physician, staff athletic trainers, coach or fellow athletic training students. **When these occasions arise you are to refrain from discussion of the injury. There are FEDERAL LAWS that restrict the discussion of athletes with individuals outside of the sports medicine team.**

UNDER NO CIRCUMSTANCES ARE ATHLETIC TRAINING STUDENTS ALLOWED TO DISCUSS INJURIES OF ATHLETES WITH FANS, PRESS, MEDIA, FAMILY, FRIENDS, AND ANYONE ELSE THAT MAY BE ASKING. Refer all inquiries to the staff athletic trainers.

Social Media Policy

Students in the program are held accountable for everything that is posted on any social media platform. If the content of the post is inappropriate or does not represent the program or the individual associated with the program well, the student will be held accountable for the post and the consequences that are the result. Any posts will be taken up the chain of command to the student's assistant principal to determine the most appropriate consequence or further action that needs to be taken. Each situation will be handled separately and on a case-by-case basis. Parent contact and a future meeting will be scheduled with all necessary individuals to determine the best course of action. No student is allowed to post anything they see or hear in the athletic training facility or while in the athletic training program. This is to keep all things private and secure because of the sensitivity of content that students encounter daily. For any further explanation, please refer to the staff Athletic Trainers.

Athletic Training Student Cleaning Duties and Expectations

Please understand that these are expected **DAILY** and should become routine.

Daily:

1. Re-stock taping stations.
2. Give treatments as instructed and make sure the athlete has logged into the computer.
3. Drain, clean, and refill **BOTH** whirlpools.
4. Stock bandage stations (Wound care drawer, bandage cabinet and medical jars)
5. Clean and dry **ALL ICE CHESTS** and **WATER COOLERS AND RETURN THEM TO DESIGNATED AREA.**
6. Cut heel and lace pads and restock drawers with an adequate amount.
7. Fold and put away clean towels.
8. Make sure towels are stocked in all designated areas (cleaning/treatment/whirlpool).
First fold of the towel is “hamburger” and then “hotdog”. All towels should be lined up by their edges and look neat.
9. Empty game-ready machines and clean with iso-quin. Organize sleeves under the table.
10. Iso-quin (cleaner) or use stainless steel cleaner on all stainless-steel surfaces in athletic training facility (cold/hot hydrocollator, ice machines, and sink)
11. Fill the hot hydrocollator with water if below the top of the hot pack itself.
12. Fill ice bags (both 20lb and personal) and store in the freezer.
13. Keep ice cups filled and in the freezer.
14. Clean behind trash cans, doors, hydrocollators, ramps, tables, and corners.
15. Clean both bikes and the total gym with iso-quin and towels.
16. Clean under and around whirlpools (soak up puddles and dry wet spots).
17. Sweep the entire athletic training facility floor.
18. Clean and dry ALL counter tops.
19. Clean tables (top, middle shelf, and underneath). Make sure the drawer (if applicable) is clean and free of trash.
20. Clean muscle stimulator and ultrasound machine and stands.
21. Wipe muscle stimulator pads with alcohol and gauze.
22. Fold and put up dry hydrocollator pad covers.
23. **SCRUB MARKS OFF OF FLOOR**
24. Clean and straighten cabinets.
25. Refill ultrasound gel and biofreeze bottle.

26. Clean and stock your kits and/or fanny packs ready for the sport or event you are working.
27. Put up the hydration stations (water units) and ensure that they are turned off and **batteries are plugged into the chargers**. Clean coolers with iso-quin and **wipe dry** after each use.
28. Empty and put away all water bottles. Ensure the bottle area is clean and free of debris.
29. Replace stools and chairs to the ends of the tables and replace foot stools on shelves under the middle treatment table.
30. Drain, clean, and inspect the hydrocollators

Weekly:

1. Wipe down high traffic areas with iso-quin or whizzer.
2. Make sure ALL kits, fanny packs, and the trunk are completely and adequately stocked.
3. Inform staff athletic trainers if there is **ANYTHING** broken or needing replacement.
4. Clean and sweep trainer's locker rooms (Men's and women's).
5. Clean storage room and report shortage of supplies.
6. Take athletic training facility carpets outside and sweep off and replace.
7. Ask Doc's if they need help in the office.

Every Other Week:

1. Whizzer (cleaner) **ANY NECESSARY COOLERS** (if sticky, dirty or questionable)
2. Clean and wipe down KFHS cardio room and equipment.

Monthly:

1. Clean out the training room and student locker room refrigerator and freezer.
2. Report broken or inventory that needs replacing or replenishing.

Grade, Attendance, and Tardy Policy

Grades are a priority for every athletic training student. We understand the time restraints this program has, but please understand this program is NOT mandatory. The KFHS Sports Medicine Program follows the same UIL rules as athletics. If a student fails an eligibility period, then he or she will not be able to work games until the next eligibility period. They may assist with practices however and will be expected to make up missing hours at the first available time.

TWO FAILING CYCLE GRADES AT ALL DURING THE YEAR WILL RESULT IN THE REMOVAL FROM THE PROGRAM. We do this to ensure the students' grades do not suffer while being in our program. We are especially concerned with our student's future, and we do not want our program to be the cause for poor or decreasing grades. Each student should strive to reach their full potential while being in the program and should not be satisfied with mediocre. While the program is demanding and requires countless hours outside of school, we expect our athletic training students to maintain excellent standings with all their classes.

The following actions will be taken for failing grades:

Failing at UIL eligibility periods:

- 1) **First** failed eligibility period – May not attend games, may attend practices after tutoring on an as needed basis until they regain eligibility at the next eligibility period.
- 2) **Second** Failed eligibility period – A meeting will be held with the student and athletic trainers to determine appropriate consequences. If the student failed more than one class there is a possibility of expulsion from the program.
- 3) **Third** failed eligibility period (if applicable) – Possible expulsion from program. Meetings will be scheduled, and actions will be taken to alleviate the responsibilities of being a student trainer.

Sports Medicine Class Grading:

Assignments outside of the sports medicine class will be issued occasionally, and we expect complete compliance from each student to make the deadlines for the assignments. We can only teach and continue teaching when all the students understand and turn in their assignments or present their assigned topics on time. Continually missing assignment deadlines will result in grade deduction with the possibility of receiving a failing grade in sports medicine. Receiving two failing grades in sports medicine is equivalent to receiving two failing grades in academics and will result in removal from the program. We expect the same respect as you show your core subjects when assigned tests, quizzes, and assignments. **WE HAVE ZERO TOLERANCE FOR LAZINESS AND A BAD ATTITUDE.**

Your grade for the sports medicine class will be approximately 25% from classwork and 75% of daily participation before, during, and after school. The classwork will consist of material presented or given by the staff athletic trainers. There will be written tests, practical tests, and some projects throughout the year. The participation portion will consist of treatment assignments before, during, and after school as well as practice and game assignments. Morning treatments will be used to make up any missed time and to make up any missed assignment. Tutorials are to be attended on the student's time if they are not required to be in the athletic training facility. The athletic training facility will be open every morning before school for treatments and rehab sessions starting at 6:45am.

During the morning treatment time the athletic training students will be responsible with preparing the athletic training facility for treatment/rehab sessions and assisting the staff athletic trainers with treatments, putting away towels and wraps, and cleaning the athletic training facility prior to reporting to class. If you leave the athletic training facility or are sitting outside during your make-up time, it is as though you are absent, and points will be deducted from your daily participation grade.

We are relying on you to report to work at the times you have been assigned. If for any reason you cannot meet your obligation you must call the athletic training facility or a staff athletic trainer as soon as possible to inform them of your absence or situation. Do not ever leave without checking out with the staff athletic trainers first. You will be expected to work some holidays and weekends that other students have off. If you need some time off for studying or have urgent personal business that would keep you from reporting to your assigned work that may require you to leave early you must notify the staff athletic trainers as soon as possible. You may be issued make-up work to do regardless of the reason. You will have an hour of makeup work to do in the athletic training facility for every hour of practice time or game time you miss. We prefer that you let us know at least 1-2 days in advance when making up any hours you may owe. Be responsible and take care of your business.

If you know in advance that you will be absent from your scheduled rotation, you will need to find a replacement athletic training student to cover your practice or game. Make sure to get the switch approved by either staff athletic trainers. On the 3rd tardy, athletic training students will then be expected to make up the time they missed. Each tardy is equivalent to 30 minutes of treatment time owed. We expect our athletic training students to be on time for our class just as they would be present and on time for a core subject. We will understand and be lenient if a student has a doctor's appointment or other excused circumstances, but you must inform the staff athletic trainers of your tardiness.

Travel & Out of Town Events Policy

Travelling with a sports team is a privilege and is NOT to be taken lightly. **Not everyone will get the opportunity to travel with the varsity football team or other teams the student athletic training aide is assigned to.** Travel is a privilege, **NOT A RIGHT**. It is up to the staff athletic trainers to determine who has earned the privilege to travel with the team that specific week. Refer all questions to the staff athletic trainers.

- When traveling with the varsity football team, athletic training students are to keep personal bags, equipment, etc,... to a minimum due to the space constraints on buses.
- Arrive at least 30 mins ahead of the announced departure time.
- Athletic training students are responsible for keeping up and maintaining all sports medicine equipment. This includes stocking of kits for trips, maintaining water bottle cleanliness and organization, and reporting **any** issues to the staff athletic trainers.
- Report all injuries that occurred on the trip to the staff athletic trainers in full detail the following morning. Provide mechanism of injury and any other important information (if they sat out of the rest of the game, were taped and went back in, swelling, discoloration, and any other important information, etc...)
- Request help from the host staff athletic trainers when an injury occurs. Provide either staff athletic trainers phone number so they can text or call us if needed.

The final decision of whether an athlete can play will be left up to the host STAFF athletic trainer and/or the head coach of that particular sport – **NOT BY THE ATHLETIC TRAINING STUDENT**. Call either staff athletic trainers if questionable, but away from the host team and/or athletic trainer.

Protocol for Out-of-Town Events

1. When you arrive at an event, locate medical personnel at your institution to discuss the availability of medical care. (contact staff athletic trainer and locate the athletic training facility)
2. Consult the host staff athletic trainers and introduce yourself. Ask him/her what their procedure is following an injury.
3. If the injured student-athlete is referred to a hospital or a clinic, call either of your staff athletic trainers and inform them of the athlete's status. Be sure to provide the first and last name of the athlete as well as their current grade.
4. When travelling, pack all pertinent insurance documents as well as emergency phone numbers for the notification of parents in case of emergency.

Discipline Policy

Discipline problems are **not expected** with the athletic training students. Since it is not possible to list every possible issue in this handbook, each situation will be dealt with on a case-by-case basis. Possible consequences range from punishment activities (cleaning and other undesirable duties), probationary periods (athletic training students **WILL** have to make up missed time), one week to several weeks of a period of suspension to expulsion from the program. Warnings will be given in verbal forms with the occasional written notice to parents. If a problem persists or is very serious in nature, there will be a written notice of the incident to the students' parents or guardians and a meeting will be scheduled with all parties involved. Parents will be called and informed of the discipline issues. Consequences will be dependent upon the severity and seriousness of the actions of the athletic training students or student of concern. Consequences will be dealt with and handled by the staff athletic trainers and will be handled solely to their discretion.

Absence Policy

The KFHS athletic training program depends on the daily attendance of athletic training students. To ensure the athletic training student's ability to adequately perform and earn the privilege to work a game or meet, the athletic training student must have been present the day prior and the day of the event. A school-related excuse is acceptable but the decision whether or not the athletic training student will be able to attend the event that evening will be up to the staff athletic trainers. In a situation where an athletic training student goes to the doctor for an illness and plans on working a game within a 48 hour period, the staff athletic trainers will determine whether or not the athletic training student is fit to work their event.

Student with consistent absences from school and other academics will be handled on a case-by-case basis. The expectations of student athletic trainers is that they attend each class, each day. If they are absent and know in advance, it is their responsibility to communicate with their teachers and counselor (suggested) if it is going to be for a prolonged amount of time. The staff Athletic Trainers rely on effective communication and do our best to emphasize its importance.

Student/Parent Contract

The rules, regulations, and standards set forth in this Athletic Training Student Handbook are designed to give each athletic training student a sense of responsibility and pride through membership in the Klein Forest High School Athletic Program, whether they are on the field, in the classroom, in our community, or while visiting other cities. **Therefore, your signature commits you to abide by all rules and regulations set forth in the Athletic Training Handbook of the Klein Forest High School Athletic Department as well as the regulations set forth in this handbook.** Failure to do so could result in suspension, or even expulsion from the KFHS Athletic Training Program.

1. I will strive for excellence in all my activities at all times while I am a member of the Klein Forest High School athletic training program.
2. I will faithfully abide by the Athletic Training Facility rules set forth in the athletic training student handbook. I realize that failure to do so may result in probation, suspension, or even a possible expulsion.
3. I will attend each practice and game as scheduled daily or as I am assigned.
4. I will personally notify the staff Athletic Trainer's when I cannot attend an after school practice or game. I will **ONLY** miss under extreme, excusable circumstances.
5. I will make up any missed practice time or game time as outlined in the handbook.
6. I will abide by the staff Athletic Trainer's directions, instructions, and decisions, or will be removed from the athletic training program.
7. I will be responsible for the proper care and cleaning of the area for which I am responsible.
8. I will pay for any equipment I am personally responsible for losing, damaging, or destroying.
9. I have read the KFHS Athletic Training Student handbook from cover to cover and completely and fully understand my obligations, responsibilities, and duties to myself, my parents, my coaches, my school, and to my community.
10. I will do my best and strive to better myself each and every day.

A Note to Parents of Klein Forest High School Athletic Training Students and Managers

This is to certify that as the parent/guardian of _____
(student first and last name) you have read this manual and are aware of all policies and operation procedures concerning the Klein Forest Athletic Training Program.

I ask that you assist us, as your son/daughter's staff Athletic Trainers, to see that his/her experience in the Athletic Training Program is a worthwhile, inclusive, rewarding, and an enjoyable part of their high school years. Therefore, I ask that you take a few minutes to read this KFHS Athletic Training Student Handbook and the above pledges so that you will realize what is expected of your child while they are representing our school and help them adhere to these standards. We sincerely thank you for your cooperation and support of this program. We would not be successful without your commitment and support.

By signing below this statement you acknowledge the expectations, rules, standards, consequences, and roles of the KFHS Athletic Training Student as described in this handbook.

Student Signature _____ Date _____

Parent Signature _____ Date _____