



# The Woodlands High School Highlander Sports Medicine



## STUDENT ATHLETIC TRAINER HANDBOOK 2020-2021

### MISSION STATEMENT

*The Woodlands High School Sports Medicine Department’s primary goal is to provide high quality medical coverage including the prevention, recognition, treatment, and rehabilitation of injuries and illnesses to all student-athletes regardless of sport, gender, or ability level. Our secondary goal, which will enhance the primary mission, is to educate and help develop student athletic trainers into productive members of the health related professions and society. We strive to meet these goals in a manner that brings pride to our school, our athletic department, and ourselves.*

### COMMITMENT

It is not the desire of this program to consume all of your free time as a high school student. However, assisting in the health and well-being of The Woodlands High School athletic population is a huge responsibility. If you truly have made a commitment to this program, to the athletes, and to yourself – you will remember to give your obligation the respect it deserves. It IS NOT the policy of the Sports Medicine Department to beg student athletic trainers to work. If a lack of commitment is evident and such behavior persists then you will eventually be replaced and/or dismissed.

### WORK OBLIGATION

Weekly and monthly schedules will be posted. Some areas of scheduling will be open for discussion – others will not. If for some reason you cannot meet your student trainer obligations (illness, school, conflict, etc.) you must call or email the Athletic Training Staff IMMEDIATELY at your home campus (by 10:00am at the latest if you are absent from school).

If you miss for any reason (including illness) and IF YOU FAIL TO CALL - a note from your parent/doctor must be turned in within TWO DAYS of your return. Absences from training room responsibilities are considered absences from class – and will be treated as such. Finally, ALL SCHEDULED WORK TIME MUST BE MADE UP IN A TIMELY MANNER WHETHER IT IS EXCUSED OR NOT.

### HOLIDAYS

Athletics in general do not take school holidays off. While we don’t expect student trainers to miss all family trips over breaks, a certain level of commitment is associated with this position. All student athletic trainers need to notify the Staff Athletic Trainers ASAP regarding time out of town over holidays. This will allow the schedule to reflect your trip. If you fail to provide proper notification, it will be your responsibility to find switches for assignments as they are needed.

### SWITCHING/TRADING

ALL switches for assigned games/practices must be requested in writing and signed by a parent at least 2 days in advance of the switch/trade. The switch/trade also MUST be approved by a Staff Athletic Trainer IN WRITING AT LEAST TWO DAYS IN ADVANCE OF THE SWITCH. This is very important – it is school policy that a teacher does not have to let you miss class if you do not give him/her at least 24 hours’ notice.

There will be a binder (aka – THE SWITCH BOOK) that will aid you and the staff in keeping track of the switches that take place. This binder will be kept in a designated place on each campus. **A Staff Athletic Trainer MUST approve ALL switches/trades. If the switch/trade form is not complete – IT WILL NOT BE SIGNED AND DOES NOT COUNT.** Failure to have the form signed on time may result in the loss of points. Switching is only allowed with one other person—no three or more way trades will be allowed. Trading with a student trainer from the other campus is discouraged. If a suitable replacement cannot be made – then the sport and the athletes will go uncovered. However, in case of an emergency, the staff will evaluate a late trade or a trade between students on the other campus.

SAT MISSING	INITIAL	DATE	DATE MISSING/REASON		
Jane Doe	JD	2/10/17	Have to go to a funeral		
SAT COVERING	INITIAL	DATE	TERMS		
John Smith	JS	2/10/17	Jane will cover my game on 2/14/04		
STAFF INITIAL	CL	DATE	2/10/17	ON TIME?	YES NO

A student’s willingness to work for one of their teammates in a time of need without receiving anything in return is a true sign of commitment to the team. It is these kinds of acts that may result in extra credit points if needed.



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### DRIVER'S EDUCATION

Becoming eligible to drive is one of the most exciting and anticipated events in a teenager's life. We realize that eligibility for this class often comes during the school year; however, it should be scheduled so that it does not interfere with your assigned training room schedules. We ask that you schedule these classes during your off-season or summer. Please remember that this is a class as well as athletics and failure to attend will affect your grade.

### CONDUCT

You have the responsibility to yourself, your family, your athletic department, and to The Woodlands High School to conduct yourself in a professional manner. Anyone who brings undue embarrassment to the Sports Medicine Department and/or The Woodlands High School may be dismissed from the program.

### RELATIONSHIP OF STUDENT ATHLETIC TRAINERS TO:

**Staff Athletic Trainers** – The Staff Athletic Trainers are charged with the health care of the student-athlete. Thus the Staff Athletic Trainers are ultimately responsible for your actions. The Staff Athletic Trainers are reasonable and willing to discuss questions or problems. However, discussions should be held at the appropriate time and place. Due to the nature of our business there are times when questions should be held for later – just follow instructions for the time being. Athletics is an emotional business – do not let yourself get caught up in the excitement.

**Upper Level Student Athletic Trainers** – These students “know the ropes” and will be of assistance to the younger student athletic trainers. Check with them or a Staff Athletic Trainer when you are not sure about something that you have been asked to do.

**Fellow Student Athletic Trainers**— Remember you are “family!” Please remember the “golden rule” and treat one another with the highest respect. Always keep in mind that other people are watching you. If problems arise, please notify a staff athletic trainer immediately. If problems continue within the group, dismissals from the program will be made at the discretion of the staff and administration.

**Team Physician** – This Training Room would not exist without our team physician. We must treat him/her with the respect that he/she has earned. As a student you will have the opportunity to get to know and work with the team physician. You can also learn by watching and listening to discussions. If you are called on to report to the doctors or assist them, be sure to give them detailed information when reporting and follow their instructions specifically and efficiently.

**Coaches** – Learn to get along with the coaches and make it a habit of learning their names – this information could be valuable in a time of need. However, as a student athletic trainer you should never discuss any injuries with a coach. ALL INJURY INFORMATION SHOULD COME FROM A STAFF ATHLETIC TRAINER. If you are covering a sport alone, you can fill the coach in on basic information. Coaches are human and can become frustrated by factors beyond anyone's control. Do not take it personally if a coach raises his/her voice towards you. Keep your head and do your job.

**General Public, Media, and Student Body** – You may be confronted as to the health of an athlete by almost anyone. This information is CONFIDENTIAL to everyone outside of the doctors, athletic trainers, and coaches. This information should not be discussed outside of the Training Room. This includes classmates, friends, and family. In such situations, it is the only appropriate time to act ignorant (“I DON'T KNOW – I'M ONLY A STUDENT”).

**Athletes** – The athletes are your peers. Thus it is sometimes difficult to maintain a professional relationship. THERE WILL BE NO FRATERNIZING WITH THE ATHLETES DURING TREATMENTS, PRACTICES, OR GAMES – PERIOD. There also can be no preferential treatment for any athlete (friends, high level of play, crushes etc). As a student athletic trainer, you are here to assist in the prevention and treatment of athletic injuries – not to PAMPER athletes. Do not discuss an injury with an athlete in specific or speculative terms. If you ever have a problem with a particular athlete; bring it to the attention of a Staff Athletic Trainer – ASAP. Remember, to treat these athletes as you would like to be treated yourself. As a reminder, **IT IS STRONGLY RECOMMENDED THAT STUDENT ATHLETIC TRAINERS REFRAIN FROM DATING ATHLETES WHEN WORKING WITH THAT SPORT IN SEASON.**

### ISS/RA ASSIGNMENTS

Student Athletic Trainers not only represent The Woodlands High School, but also Highlander Sports Medicine and the athletic department. Student Athletic Trainers should conduct themselves in a manner such that they are not given SAC, DAEP, or ASD assignments. This includes proper conduct in class and being on time to class. In the event that a student



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athletic trainer is given SAC or DAEP, it will result in a review by the Staff LATs and appropriate administrators and may result in dismissal from The Highlander Sports Medicine Program.

### DISCIPLINE

In the unlikely event that a problem does occur within the Sports Medicine Program, procedure will follow that of The Woodlands High School and the athletic department. Referrals may be issued and records of each action will be kept on file. Violations of Student Athletic Handbook Guidelines and Student Athletic Trainer Handbook guidelines which are not yet violations of The Woodlands High School policies, will result in a parent phone call and/or conference with both the staff athletic trainer, the parent, and the student athletic trainer present. If problems persist, it will result in dismissal from the program.

### CURRICULUM

The Woodlands High School Sports Medicine Department is continually striving to improve the education and experiences of the student athletic trainers. As a student athletic trainer you will be responsible for some in class work, as well as, some independent study work; however - a majority of your grade as a student trainer will depend on your participation. The ability to maintain eligibility, turn in grade checks, to be on time, on site, and dress appropriately will determine a major portion of your grade. Also at a minimum each student athletic trainer **WHETHER IN THE CLASS OR NOT** will be required to complete a fall project (GHATS) and a spring project (spring projects may vary). Due to the nature of athletics there is very little time for organized academic work. So - when these opportunities arise take advantage. The more effort and enthusiasm you put into becoming a good student athletic trainer the more you will get out of it.

### ACADEMIC RESPONSIBILITIES

Academics are the primary focus of the Sports Medicine Program and should be given priority over your duties as a student athletic trainer. For this reason, a strict – but fair outline is in place to ensure that you dedicate the utmost attention to your academic endeavors. It is your responsibility to inform the Staff Athletic Trainers that you need to alter your schedule to concentrate on academics. However – this needs to be the exception rather than the norm. Failure to meet UIL standards will not be accepted. Failure to follow these guidelines and meet assigned due dates will result in a loss of participation points.

#### ***Grade Monitoring***

\* A failure list which is published by the high school as soon as grades are in for each marking period will be monitored by the Staff Athletic Trainers.

#### ***UIL Eligibility***

\* You must maintain a 70% or higher in each of your academic courses at all times.

\* If you receive any score of less than 70% at a UIL grade check (second progress report and report cards after that) – you are declared ineligible until the next grade check (approximately every three weeks – UIL and CISD Academic Eligibility Policy)

#### ***Corrective Action***

\* If you become ineligible you will be required to attend tutorials for all classes that you do not maintain a 70% or higher for the entire time that you are ineligible. However, tutorials cannot interfere with previously scheduled practices.

\* If you are ineligible you will be eligible to only work athletic practices per the UIL – however, it will be **your responsibility** to

find coverage (switches) for the games you are to miss during your time as ineligible – others will not be punished because you could not pass your class.

\* If you are still failing at the conclusion of the next grading period you will face possible dismissal from the Sports Medicine Program.

### DRESS CODE

As a member of the Highlander Sports Medicine Team you are expected to stay within the TWHS/CISD dress code and maintain a professional appearance at all times. This must be achieved to uphold the high standards of the athletic department. As an athletic trainer, we are expected to follow the rules and standards of the athletic department as a whole. Final decision on any dress code issue is to be at the discretion of the Staff Athletic Trainers.



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## **TO BE PREPARED YOU ARE REQUIRED TO HAVE**

- > At least one good quality Highlander Sports Medicine T-shirt.
- > At least one pair of good quality Highlander Sports Medicine shorts.
- > At least one good quality Highlander Sports Medicine Collard Game Shirt.
- > At least one pair of good quality, solid black wind pants/warm ups.
- > At least one pair of athletic shoes (that have laces and ties securely).
- > Ladies – at least one sports bra.

### ***Hair***

- \* Must be kept in a neat and professional manner.
- \* Must be pulled back and kept out of your face.
- \* Should not be kept or cut in a style that may be a distraction or dyed in any unnatural manner.

### ***Gentlemen***

- \* Must be clean shaven – no facial hair is allowed.
- \* No earrings allowed on any visible part of your body while at school or representing the school.

### ***Ladies***

- \* You must wear a sports bra when you are working any practice or games – no exceptions

### ***Piercings & Tattoos***

- \* Ear piercing is acceptable (for ladies) – however, overly large or distracting earrings will not be allowed while at school or while representing the school.
- \* No other body piercing (tongue, eyebrow, nose, navel, etc.) may be visible at any time while at school or representing the school.
- \* No tattoos may be visible at any time.

### ***Footwear***

- \* Athletic shoes (closed toes and heel; laces and tied securely) with socks must be worn at all times while you are at practices and games – this includes during the academic day.
- \* This is for your protection and allows for you to be able to jog/run if needed.
- \* Please, do not wear brand new/expensive shoes in the Training Room – they may and probably will get muddy at some point.
- \* Ample storage facilities are available – it is recommended that you take advantage of and keep a spare pair of shoes in your locker.

### ***Hats***

- \* TWHS hats/visors may be worn and are encouraged for practice.
- \* Only TWHS hats may be worn to games.
- \* All baseball style hats/visors must be worn to the front

### ***Academic Day***

- \* While you are allowed to follow the school dress code during the school day you must remember that your dress may not be appropriate to fulfill your Training Room work obligation.
- \* You must be mindful of this fact – if your dress is not appropriate or practical you will be required to change for the period.

### ***Practice***

- \* Uniform Highlander Sports Medicine t-shirts and shorts must be worn to all post school practices without exception.
- \* Athletic shoes as outlined earlier for in school and post school practices.
- \* Fanny packs/sling bags must be stocked and worn during practice.

### ***Varsity Football***

- \* Students will wear collared Highlander Sports Medicine shirt. This shirt is to be tucked in at all times (BEFORE WE LEAVE THE HIGH SCHOOL TO GO PLAY).
- \* Students will wear team shorts or coordinating warm-ups/wind pants (as decided by Staff LATs beforehand). These garments must be of good quality and look professional.
- \* Fanny pack/sling bag must be stocked and worn at all times.



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## DRESS CODE (cont.)

### *All Other Games*

- \* Highlander Sports Medicine Collared Shirts are preferred, but Highlander Sports Medicine T-shirts may be worn if well Maintained and previously approved by staff. These shirts must be tucked in at all times.
- \* Again good quality, Docker style khaki shorts/pants or team shorts are preferred – however, good quality denim jeans are allowed (no ragged edges or holes).
- \* Students will also be required to follow the dress code implemented by each head coach when traveling with that team.

### **THE DO NOTS**

- > DO NOT FOLD YOU SHIRT UNDER OR KNOT THE SHIRT INSTEAD OF TUCKING IT IN.
- > DO NOT WEAR SHORTS/PANTS THAT ARE TOO TIGHT.
- > DO NOT WEAR SHORTS/PANTS THAT ARE CUT TOO LOW OR TOO SHORT.
- > DO NOT WEAR SHORTS/PANTS WITH HOLES IN THEM.
- > DO NOT WEAR PANTS WITH FREYED/CUT CUFFS.
- >NO ROLLING OF THE WAIST BAND OF SHORTS OR PANTS.
- > SHORTS MUST BE AT LEAST FINGERTIP LENGTH AND VISIBLE FROM UNDER THE BOTTOM OF THE T-SHIRT.

### **DRESS CODE DISCIPLINE**

- \* If you are not in dress code you will be asked/told to correct the problem.
- \* If a dress code violation is not willfully and quickly corrected, the student’s parent will be notified and the student will still be expected to participate. If the problem persists, the students will be given a referral and receive a zero for that day’s assignment.
- \* The student will also lose participation points for any assignments missed during that time.
- \* If violating the dress code becomes a problem, you will be required to tuck in your shirt. If the issue continues, you will be sent home and it will result in a grade penalty.



Good Anterior	Good Posterior	Bad Anterior	Bad Posterior
<ul style="list-style-type: none"> <li>• hat to the front</li> <li>• shirt tucked in</li> <li>• belt</li> <li>• radio on hip</li> <li>• shorts are appropriate length</li> <li>• socks</li> <li>• athletic shoes</li> <li>• watch</li> <li>• towel</li> <li>• water bottles</li> </ul>	<ul style="list-style-type: none"> <li>• hat to the front</li> <li>• shirt tucked in</li> <li>• fanny pack snug</li> <li>• appropriate shorts</li> <li>• socks</li> <li>• athletic shoes</li> <li>• water bottles</li> <li>• watch</li> </ul>	<ul style="list-style-type: none"> <li>• hat to the side</li> <li>• shorts rolled</li> <li>• shirt too tight</li> <li>• shorts too low</li> <li>• no radio</li> <li>• no towel</li> <li>• no socks</li> <li>• sandals</li> </ul>	<ul style="list-style-type: none"> <li>• hat to the side</li> <li>• shorts rolled</li> <li>• shirt tied up</li> <li>• shorts too short</li> <li>• fanny pack too low</li> <li>• no socks</li> <li>• sandals</li> </ul>



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### GENERAL EXPECTATIONS/INFORMATION

**Student Athletic Trainers are expected to not only follow and adhere the TWHS Respect Policy and TWHS Honor Code, but they should consider themselves an example to others for kindness and fairness to all persons within the community as well as The Woodlands High School.**

**Confidentiality** – The Buckley Amendment along with the recent HIPPA Laws allow student-athletes the right to privacy of their records. The Training Room Staff will uphold this along with the right of all persons to have medical records kept confidential. **ALL INFORMATION OBTAINED HERE STAYS HERE** unless the athlete and his/her guardian if applicable sign a medical records release.

**Training Room Rules** – As a student athletic trainer you are expected to be the example, not the exception to the Training Room Rules. Student athletes will look to you as an example of acceptable behavior in the Athletic Training setting. Please familiarize yourself with these rules – a copy can be found in each Training Room.

**Equipment** – Being in the Sports Medicine Program will afford you the opportunity to work with many different first-aid and rehabilitative pieces of equipment. Some of these pieces of equipment are not very expensive and others can cost upward of several thousand dollars. Each Staff Athletic Trainer will do their best to teach you about each piece of equipment and how best to use it. However - it is your responsibility to learn as much about each item in your spare time as a student athletic trainer. It is also your responsibility to help maintain, and keep in top condition all of the equipment that you are cleared to use. If at any time you lose, break, or notice a broken piece of Training Room equipment, it is of the utmost priority that you inform a Staff Athletic Trainer at the very first opportunity. The Staff Athletic Trainers may also revoke your privilege to use the Training Room equipment (including the golf cart/gator) if they feel the need to do so. If at any time you do not feel comfortable using a piece of equipment please notify a Staff Athletic Trainer. If you travel with a team and bring Training Room Equipment such as a kit, water bottles, etc. it is your responsibility that this equipment is returned upon the teams return to campus – **not kept with overnight at home or in your car.**

**Travel** – If the opportunity arises, student athletic trainers are expected to abide by all team rules including curfews and dress code, when traveling. Travel is not an excuse for poor academic efforts; make arrangements with your classes in advance. **WHEN TRAVELING ON A BUS, ALL STUDENT ATHLETIC TRAINERS AND EQUIPMENT ARE TO SIT IN THE FRONT OF THE BUS WITH THE COACHES AT ALL TIMES – NO EXCEPTIONS.**

**Morning/Lunch Time Treatments** – All injured athletes are to report to the Training Room at lunch time and/or study hall for treatment/rehabilitation. We try to do our best to have all athletes participate in some way with their teams during their athletic period. For this reason it is imperative that a lunch time treatment schedule is in place among student athletic trainers in order to assist the Staff Athletic Trainers in these treatments/rehabilitations. There is a rotation of students each day to stay in the training room during lunch to help with treatments/rehabilitations..

**Arrival Times** – If you are traveling with a sport on a road trip - it is your responsibility to double check your departure time to ensure that you are on time. For most road trips you will need to arrive at least 45 to 60 minutes prior to the team departure time. If you are a working a varsity sport home event it is your responsibility to arrive when the team arrives or for sub-varsity events, 1 hour before the first game is scheduled to begin. This is crucial so that you can assist with setting-up, taping, etc. A good rule to live by is that **IF YOU'RE ON TIME, YOU'RE LATE ☺** Staff LATs are responsible for SATs when at home events. Please check in with staff upon arrival and check out before departing. Once the student has checked in, you must stay at the event for its entirety until released by a Staff LAT.

**Socializing** – **SOCIALIZING AT PRACTICES/GAMES WITH ATHLETES, FANS, PARENTS, OR EVEN EACH OTHER WILL NOT BE TOLERATED.** You are there to pay attention to your environment/surroundings. Handle your business/gossip before or after your scheduled practice/game. We encourage you to be friendly – however - remember that you have a job to do. This is also extremely important for your safety!

**Social Media** -- Think **BEFORE** you post! Harassment, Bullying or Sexting or any inappropriate use of an electronic communication tool can or will get you suspended or removed from the Highlander Sports Medicine program. This includes summers and weekends. This includes - but is not limited to - Facebook, Instagram, Snapchat, Tik Tok, and Twitter. You always represent HSM, including when you are in the real world and the virtual world.



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**Cell Phones** – It is strongly encouraged, but not necessary that you have a cell phone. These come in very handy for those late night returns to campus, as well as, notifying Staff LATs of injuries while on the road. However – there should be **NO CELL PHONE USAGE DURING PRACTICE/EVENT COVERAGE**. If your parents have an emergency they are more than welcome to contact a Staff Athletic Trainer who can relay the message. **(This includes texting)**

**Training Room Radios** – Always have your radio on the correct channel with the volume turned up – this will save valuable time in a case of need. You must always use proper radio etiquette and remember the Sports Medicine Rules on confidentiality. You never know who may be standing next to somebody on the other end of the radio. Never say anything that you do not want heard by everyone. For this reason radios are to be used for **PERTINENT INFORMATION AND EMERGENCIES ONLY**. Please keep in mind that these radios are expensive and must be returned in the same condition (or better) to the chargers. Also please remember to turn them off before charging. Do not leave radios on a table, attached to your sling bag/fanny pack or in your locker overnight.

**Volunteering/Extra Games and Practices**—If a student athletic trainer desires to volunteer for an extra practice or game coverage, it is always appreciated but must be approved by the Staff LAT on duty for that event. Please keep in mind that this does not and will not take the place of your regular assignment unless approved by a Staff LAT as outline in the trade/switch procedures.

**Taping** – Each student athletic trainer will have the opportunity learn several different taping jobs for the prevention/support of athletic injuries. It is imperative that everyone learn to tape and is comfortable doing so. **ALL seniors** may be required to stay after school daily during fall football season to tape football prior to practice. **ALL juniors** may be required to stay after school daily in the spring to help tape for spring football practice.

**Early Release/Late Arrival** – Due to heavy emphasis placed on participation in this program – **STUDENT TRAINERS MAY NOT HAVE EARLY RELEASE/LATE ARRIVAL AND NOT BE ENROLLED IN THE SPORTS MEDICINE CLASS**. This is an issue that only applies to senior student athletic trainers (unless you take dual credit as a junior). Please do not misinterpret this information – you may still have early release/late arrival – however, you must also take Sports Medicine as an academic/athletic class.

**Varsity Letter** – Student athletic trainers have the opportunity to earn a Varsity Letter for Athletic Training/Sports Medicine. As a student athletic trainer you will be eligible for this privilege after you have completed three football seasons or after you have worked one football season and a season as the primary student trainer for a second sport. You must also satisfactorily complete all of the major academic projects required during your time as a student athletic trainer – i.e. GHATS.

**Quarterback Club** – As a student athletic trainer you are privileged to many of the benefits that the athletes enjoy. Our close ties with the football program and our lack of a booster club have led to a great relationship with the TWHS Quarterback Club. The TWHS Quarterback Club does numerous things throughout the year to benefit the student athletic trainer (including, but not limited to, candy, meals, and senior gifts at the football banquet). The most significant contribution made is the possibility of a student athletic trainer receiving a scholarship. **In order to maintain our relationship with the Quarterback Club we ask that each student athletic trainer's family become a member.** There is a link for membership for parents of student athletic trainers at <http://www.highlanderfootball.net/hfnet/clubstore.html>

**Scholarships** – During their senior year, the student athletic trainers are encouraged to work closely with the College and Career Center and may be eligible to apply for a variety of scholarships. The following are examples of scholarships that may be available: (Please see a Staff Athletic Trainer for more information)

*TWHS Quarterback Club Scholarship*

*The Woodlands Sports Medicine Center Scholarship*

*The Greater Houston Athletic Trainers Society (GHATS) Scholarship*

*Southwest Athletic Trainers Association*

*Referees Associations*



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## STUDENT ATHLETIC TRAINER ACKNOWLEDGEMENT OF RECEIPT OF HANDBOOK

Printed Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Year: \_\_\_\_\_

**IN REVIEW** – student athletic trainers work as an extension of the Staff Athletic Trainers. Any member of the Highland Sports Medicine Program represents the program as well as The Woodlands High School at all times. Many of the responsibilities student trainers perform are cleaning and general athletic training activities. Many of the duties may not be entertaining, but are essential to a working Athletic Training Room. These duties include, but are not limited to, the following:

### GENREAL RESPONSIBILITIES

- 1) Working under and are responsible to the Staff Athletic Trainers.
- 2) Assisting the Staff Athletic Trainers with treatment of athletic injuries.
- 3) Assisting the Staff Athletic Trainers with rehabilitation of athletic injuries.
- 4) Taping athletes as directed by the Staff Athletic Trainers.
- 5) Administering first aid as directed by the Staff Athletic Trainers.
- 6) Reporting all injuries to a Staff Athletic Trainer and completing injury reports for each incident reported.
- 7) Learning by observing, listening, participating, and asking questions.
- 8) Assist in record keeping as directed by a Staff Athletic Trainer – including filling out the Daily Treatment Log, answering the phone and taking messages, filing, Injury Reports, etc.
- 9) Learning the location and purpose of all equipment in the Training Room.
- 10) Assisting with current stocking/inventory of all types of equipment and supplies.
- 11) Preparing equipment and supplies for all practices, games, meets and contests as directed by the Staff Athletic Trainers.
- 12) Proper cleaning and storage of all types of equipment and supplies used during practices and/or games.
- 13) Maintaining storage areas in a neat and organized fashion.
- 14) Keeping the Training Room clean and sanitary at all times. The Athletic Training Room is a medical facility and should be treated as such at all times.
- 15) Performing and other duties as assigned by the Staff Athletic Trainers with efficiency and diligence.

### HOURS

- A. Student athletic trainers are required to work on an as assigned basis, as explained in the Student Athletic Trainer Handbook.
- B. A Staff Athletic Trainer must be notified by 10:00am if you are absent from school and unable to fulfill your work obligation on a particular day.
- C. All switches/trades must be in writing in the switch book and signed or they do not exist.
- D. Missing your training responsibility is like missing school; missed work and written excuses are due in a as outlined in the Student Athletic Trainer Handbook or your grade will be affected.

### DRESS CODE

- All student athletic trainers should be dressed professionally and conservatively at all times. The purpose of this policy is to bring no attention to any one individual on our team.

### DISCIPLINE

- In the event that a discipline problem does arise, the situation will be handled according to guidelines, possibly referred to their assistant principal if the situation requires and may result in removal from the Sports Medicine Program.

*I have read, discussed with my parents, and understand the academic, time and conduct requirements that are necessary to be a student athletic trainer at The Woodlands High School. I fully accept responsibility for my conduct and my academics. I also agree to abide under the standards set for me as a student athletic trainer in this program.*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*I have read, discussed with my son/daughter, and understand the academic, time, and conduct requirements that are necessary for my son/daughter to be a student athletic trainer at The Woodlands High School. I fully support my child in this endeavor. I understand that my child's participation in this program is a privilege, to be earned and maintained as such.*

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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