



OAK RIDGE WAR EAGLES STUDENT ATHLETIC TRAINER MANUAL



Mission Statement

The Primary Mission of the Oak Ridge High School Sports Medicine program is to assist the student athletes by providing healthcare services through injury prevention, recognition, evaluation, rehabilitations, counseling, and guidance, while enabling the athletic training program to provide leadership and character education to the athletic training student and the student athlete. This program will promote ethical conduct, leadership skills, prepare students to make better life decisions, while also creating productive and successful citizens of their chosen profession.

Introduction

It is a privilege to be a part of the Athletic Training program at Oak Ridge High School. All student trainers will work with the football team and will be assigned to work a second sport in the winter or spring season. Student athletic trainers are expected to be at all assigned practices and games. Student trainers should know all procedures as outlined in this manual.

Goals of the Sports Medicine Program

The goal of the ORHS Sports Medicine program is to meet the healthcare coverage needs of the ORHS athletic programs and to teach students the role of Athletic Trainers in the school setting. We strive to mentor student trainers to become individuals who are leaders in the program, school and community and who represent ORHS in a positive manner at all times.

Admission Requirements

Applicants must complete the Athletic Training Program Application and enroll in the appropriate Sports Medicine class. Admission to the program will be based on multiple factors. Taken into consideration will be the students conduct in and out of the classroom, their success in the classroom, as well as an interview that will be conducted with the staff Athletic Trainers. Acceptance is determined by the Staff Athletic Trainers. Student trainers are required to have a current physical on file before they are allowed to participate.

Spirit Fees

Spirit fees are to be assigned annually by the Staff Athletic Trainers. These fees help defray the costs of uniforms purchased for the student trainer. If a student trainer were to either quit or be dismissed from the program there will not be a refund of paid spirit fee.

Retention Requirements

Once a student is accepted into the athletic training program, he/she must perform and behave to the standards expected. To remain in the Oak Ridge Athletic Training Program, the student athletic trainer must follow the policies and procedures outlined within this handbook, remain eligible to participate in all athletic training activities, be committed to the athletic training program, and be a model citizen.

Academics

The student athletic trainer is expected to maintain all academic work as set forth by Texas State Law. This includes maintaining a minimum passing average of 70% in each class to be able to participate in any extracurricular event sponsored by the school district. This is known as the “no pass, no play” rule. If a student becomes ineligible for more than three UIL eligibility grade checks (3 weeks each), the Staff Athletic Trainers may impose disciplinary actions which could include dismissal from the program. Each situation will be handled individually by the Staff Athletic Trainers after reviewing all of the circumstances for the failing grades.

ISS/DAEP Assignments

If a student athletic trainer is given ISS or DAEP, it may result in suspension or dismissal from the War Eagle Sports Medicine Program.

The Relationship of the Student Athletic Trainer and Others

The Student Trainer and Staff Athletic Trainers

Student trainers are directly supervised by the Staff Athletic Trainers. At times, redirection and correction of actions is needed. This is to assure the highest level of care for the athletes. The student athletic trainer must understand that their job is an important job which needs direction and attention to detail and that a sense of urgency is imperative.

Student Trainer and Physicians

As a student athletic trainer you will have the opportunity to get to know and work with physicians that help the War Eagles. You can learn a great deal from the physicians by just watching and listening to them describe various injuries. Feel free to ask questions, but try not to get in their way.

Student Trainers and Coaches

Learning to get along with the coaches and developing a good working relationship with them is important. Talk with your coach about practice times, game changes, and bus arrival/departure time so you are always informed. However, information about an athlete's injury should not be discussed. If you have a problem with a coach contact a staff athletic trainer.

Student Trainers and Athletes

As a student trainer you are expected to know the correct and appropriate way to act towards student athletes. Inappropriate behavior can manifest as public displays of affection, being distracted at practices/games, fighting/arguing, or unnecessary drama. Such behaviors may result in removal from the sport or removal from the Sports Medicine program.

Public, Media, Student Body

You may be asked about the health of an athlete by almost anyone. This information is CONFIDENTIAL and should not be discussed with anyone other than the Staff Athletic Trainers. This includes classmates, friends, and family. In such situations, it is appropriate to act ignorant ("I DON'T KNOW – I'M ONLY A STUDENT").

Conduct

You have the responsibility to yourself, your family, your athletic department, and to Oak Ridge High School to conduct yourself in a professional manner. This includes actions both in and out of school. You represent the entire staff, profession and students while you are a part of the Oak Ridge Sports Medicine program, and behavior of either a vulgar or hateful manner will not be tolerated. Anyone who brings undue embarrassment to the Sports Medicine Department and/or Oak Ridge High School may face disciplinary actions. This will be handled on a case by case basis by the staff as they see fit.

Confidentiality of Injury Status

All information regarding player injury status is considered confidential and should not be the topic of conversation with family, friends, coaches, or anyone else that is not associated with Oak Ridge Sports Medicine. Pictures/Videos should not be taken and/or distributed or disciplinary action will be taken.

Social Media Web Sites

Social media web sites, including but not limited to Facebook, Twitter, Instagram or Snapchat can be an educational tool, or can be a huge disruption in educational life as well as one's personal life. These web sites should not have ANY vulgar or hateful language, inappropriate photos, comments, cartoons, or links while you are associated with the Oak Ridge Sports Medicine program. ANY inappropriate or hateful content can be grounds for suspension or removal from games, practice, or participation in the program. Social media websites are public and can be seen/monitored by parents, staff, college recruiters, scholarship committees, etc. When on a social media site, you are encouraged to express yourself in a positive and well thought out manner. Show your intelligence and not your anger or contempt when using the internet.

Expected Work Obligations

1. Be on time to class, practices, and games
2. Check the work schedule several times each week for any changes. A student is only allowed 4 "trades" per semester
3. We are responsible for ALL sports. Enthusiasm and hard work is expected during all sports seasons.
4. You will be expected to work games/practices during the evening and weekend hours. Make good use of free time to maintain academic work.
5. Athletics does not adhere to the same break/vacation schedule that the academic part of school does. Sports do not stop competing because you have a doctor's appointment or drivers ed. While these are exciting and necessary times – please remember – just as in the real world you will be responsible for all times you are scheduled.
6. A good attitude is important!!
7. Be professional in your conduct around the athletic training room!! There should be no horseplay, foul language, or inappropriate behavior.

Curriculum and Grading Policy

The ability to maintain eligibility, to be on time, and dress appropriately for assigned events will determine a major portion of your grade. Also, at a minimum each student athletic trainer will be required to complete a fall research project. During the spring semester, there will be classroom responsibilities and hands on participation. Student athletic trainers will start each nine-week grading period with a 100% as their grade.

Points lost are based on the following criteria:

Missed practice without calling = -5 points

Missed game = -10 points

Not dressing out = -5 points

Partially dressing out = -2 points.

Switching/Trading Assignments

ALL switches for games/practices MUST be approved by a Staff Athletic Trainer in writing at least 2 days in advance. The person requesting the trade is the one responsible for making sure the event is covered. Your commitment to this program is vital and only three switches will be approved per semester without a meeting with a staff athletic trainer to discuss if extenuating circumstances have been present.

Training Room Policies

1. The Training Room will be kept clean at all times.
2. All therapeutic equipment/modalities must be handled with care.
3. The student trainer is not to change/administer treatment or rehab without instruction from a Staff Athletic Trainer.
4. Make sure that all athletes have been taken care of (tape, treatments, etc.)
5. Make sure treatments are recorded
6. Any grievances should be directed to a Staff Athletic Trainer

Cell Phones, Cameras and Electronic Devices

Cell phones are allowed to be in your possession although there are specific rules about the use of phones and other electronic devices. The acceptable uses of cell phones are to either call or text a Staff Athletic Trainer to inform them about either an injury or needing ice or water in a specific location. Cell phones are not to be used to text or call friends or family during practice, class, or games and pictures of injuries are strictly forbidden. If cell phone use is abused, the privilege of using them will be denied.

Duties for Student Athletic Trainers

1. Maintain CPR and First Aid certification
2. Work events assigned by a staff athletic trainer
3. Fill/Refill water and ice
4. Clean and stock the athletic training room
5. Be on time
6. Administer First Aid and tape athletes
7. Report all injuries to a staff athletic trainer
8. Assist with rehabilitation of injuries
9. Assist with the yearly physicals performed for Oak Ridge High School
10. Other duties as assigned

Dress Code

All student athletic trainers will dress appropriately for each class, practice, and game event. The student athletic trainer will wear designated apparel issued for that particular sport.

Practice Clothes

War Eagle Sports Medicine t-shirts, appropriate length shorts, and tennis shoes must be worn to all practices. Oak Ridge hats/visors may be worn. Fanny packs must be stocked and worn during practice.

Football Games

Students will wear assigned War Eagle Sports Medicine game shirt and Docker style full length pants (for Varsity games) or appropriate length shorts (for sub varsity games). No tight pants or pants with holes/rips/tears will be allowed. Fanny pack must be stocked and worn at all times.

Winter/Spring Games

Clothing will vary depending on the sport/season.

Footwear

Athletic shoes with socks must be worn at all times while participating as a student athletic trainer. Do not wear brand new/expensive shoes to practice as they will get muddy. It is recommended that you bring a spare pair to leave in your locker.

Hair, Piercings & Tattoos

Hair must not be a distraction or dyed in any unnatural manner. Ear piercing is acceptable for ladies only. No piercings are allowed for the gentlemen. Piercings other than in the ear must be removed while in the training room or representing the school. No visible tattoos will be allowed.

Letter Jackets

Varsity letters and jackets are awarded after completing 1 ½ years (2 football seasons) in the program.

Student Athletic Trainer Awards

To be eligible to receive an Annual Athletic Training Award, the student must maintain eligibility throughout the year, must not have received any discipline referrals throughout the year, and must abide by the Oak Ridge Student Trainer Manual throughout the year.

1. Most Improved Student Athletic Trainer of the Year

Voted on by the student athletic trainers

2. Newcomer of the Year

Voted on by the Student Athletic Trainers

3. Most Valuable Student Athletic Trainer Award

Voted on by the Student Athletic Trainers

4. Stephen Robert Cage Attitude Award

Voted on by the Staff Athletic Trainers

I have read the Oak Ridge Sports Medicine Student Trainer Manual and agree to abide by the rules as outlined.

Please initial each of the following statements. Your initials will serve as your acknowledgement of each statement.

Spirit Fees

_____ Spirit fees are to be assigned annually by the Staff Athletic Trainers. These fees help defray the costs of uniforms purchased for the student trainer. If a student trainer were to either quit or be dismissed from the program there will not be a refund of paid spirit fee.

Academics

_____ The student athletic trainer is expected to maintain all academic work as set forth by Texas State Law. This includes maintaining a minimum passing average of 70% in each class to be able to participate in any extracurricular event sponsored by the school district. This is known as the “no pass, no play” rule. If a student becomes ineligible for more than three UIL eligibility grade checks (3 weeks each), the Staff Athletic Trainers may impose disciplinary actions which could include dismissal from the program. Each situation will be handled individually by the Staff Athletic Trainers after reviewing all of the circumstances for the failing grades.

Conduct

_____ You have the responsibility to yourself, your family, your athletic department, and to Oak Ridge High School to conduct yourself in a professional manner. This includes actions both in and out of school. You represent the entire staff, profession and students while you are a part of the Oak Ridge Sports Medicine program, and behavior of either a vulgar or hateful manner will not be tolerated. Anyone who brings undue embarrassment to the Sports Medicine Department and/or Oak Ridge High School may face disciplinary actions. This will be handled on a case by case basis by the staff as they see fit.

Confidentiality of Injury Status

_____ All information regarding player injury status is considered confidential and should not be the topic of conversation with family, friends, coaches, or anyone else that is not associated with Oak Ridge Sports Medicine. Pictures/Videos should not be taken and/or distributed or disciplinary action will be taken.

Social Media Web Sites

_____ Social media web sites, including but not limited to Facebook, Twitter, Instagram or Snapchat can be an educational tool, or can be a huge disruption in educational life as well as one’s personal life. These web sites should not have ANY vulgar or hateful language, inappropriate photos, comments, cartoons, or links while you are associated with the Oak Ridge Sports Medicine program. **ANY** inappropriate or hateful content can be grounds for suspension or removal from games, practice, or participation in the program. Social media websites are public and can be seen/monitored by parents, staff, college recruiters, scholarship committees, etc. When on a social media site, you are encouraged to express yourself in a positive and well thought out manner. Show your intelligence and not your anger or contempt when using the internet.

Curriculum and Grading Policy

_____ The ability to maintain eligibility, to be on time, and dress appropriately for assigned events will determine a major portion of your grade. Also, at a minimum each student athletic trainer will be required to complete a fall research project. During the spring semester, there will be classroom responsibilities and hands on participation. Student athletic trainers will start each nine-week grading period with a 100% as their grade.

Points lost are based on the following criteria:

Missed practice without calling = -5 points

Missed game = -10 points

Not dressing out = -5 points

Partially dressing out = -2 points.

Switching/Trading Assignments

_____ ALL switches for games/practices **MUST** be approved by a Staff Athletic Trainer in writing at least 2 days in advance. The person requesting the trade is the one responsible for making sure the event is covered. Your commitment to this program is vital and only three switches will be approved per semester without a meeting with a staff athletic trainer to discuss if extenuating circumstances have been present.

We ask that both the student athletic trainer and parent/legal guardian sign the below statement.

I have read the War Eagle Sports Medicine Student Athletic Trainer Manual and agree to abide by all the requirements listed in this manual to remain in good standing with the Student Athletic Training program.

Parent/ Legal Guardian Signature

Date

Student Athletic Trainer Signature

Date

War Eagle Sports Medicine Contact Information Sheet

Student Contact Info:

Email _____

Cell _____

Parent Contact Info:

Email _____

Cell _____