

Leesburg High School Athletic Training Program Handbook

GOALS AND OBJECTIVES

Athletic Training at Leesburg High School consists of considerable responsibility that requires hard work, self-discipline, and a commitment to the program. The rewards are generally personal satisfaction rather than financial gains or public recognition. As Athletic Trainers, it is our duty to give the highest level of athletic and sports medicine care to the high school athlete. This includes the prevention, care, and rehabilitation of athletic injuries. As a Student Athletic Trainer Aide (SATA) at Leesburg High School, you will be required to do the task assigned to the best of your ability. At times you may be responsible for an entire athletic team. You must always follow the directions and teachings of the Certified Athletic Trainers. Only apply procedures that have been approved by the Physician, or Head Athletic Trainer. Only make statements about athletes to authorized personnel. Be prepared for anything at anytime. This means listen and understand what the Certified Athletic Trainers are teaching so that you will use the proper method the next time. At the instant you walk into the Athletic Training Room asking, "How can I be a SATA?" you are actually saying, "I would like to dedicate myself, for the rest of my time here at Leesburg High School, to the prevention, care, and rehabilitation of athletic injuries." There are no set times that you begin or end the day here, only one set of values. These values are to provide the best possible level of athletic and sports medicine care to the athlete.

APPLYING TO BECOME A STUDENT ATHLETIC TRAINER

A student wishing to become an SATA needs to fill out an application, give the recommendation forms to 3 teachers (with an envelope) and complete an EMT card. Once the student has received the 3 teacher recommendation forms (in a sealed envelope) from the teachers, bring the application and EMT card filled out with a copy of your last report card to the Athletic Training Room after school. If accepted, the student will then have a tryout period of five days. At the end of the five day period, the student will be notified if they have been accepted into the Athletic Training Program.

DISMISSAL POLICY

It is the policy of the Leesburg High School Athletic Training Program that all SATA will follow the rules of the Athletic Training Program, athletics, and the school. It is the view of the Head Athletic Trainer that the actions of any one student in the program reflect on the Athletic Training Program and on the athletic program at LHS. Because of this, flagrant violations or continued violations of any of these rules will not be tolerated and are grounds for dismissal from the Athletic Training Program. Violations of these rules is not limited to on school campus or on athletic trips, because we feel that our SATAs represent us in everything they do, these rules apply at all times. A flagrant violation of rules is one where the student has violated a rule such as fighting, use of illegal substances (including alcohol and tobacco) or jeopardizing the health and or safety of themselves or others. Continued violations of rules are grounds for dismissal. For example continued tardiness to classes, unexcused absences from class or the Athletic Training Room, repeated discipline referrals, etc.

Dismissal from the Athletic Training Program is not limited to specific violations listed above, and is at the discretion of the Head Athletic Trainer. A student in the Athletic Training Program may be removed at any time. The Head Athletic Trainer may put the SATA on probation and have a plan for improvement for minor infractions. If improvement is not made in a reasonable amount of time, this will lead to dismissal.

PERSONAL APPEARANCE, DRESS, AND CONDUCT

POLICY

Athletic Trainers will always observe good practices of personal hygiene and appearance. They will always convey an air of confidence in their everyday habits, selection of clothes, and personal appearance.

PROCEDURES

I. Personal appearance

- A. There will be no attention causing hair styles during athletic practices or games.
- B. Cleanliness and personal hygiene will be common practice.

II. Dress

- A. Clothes will be clean and in good repair.
- B. There will be no open toe shoes worn during working hours in the Athletic Training Room, practice, game, tournament, etc.
- C. Each Athletic Trainer is expected to wear athletic shoes during working hours - no open toed shoes.
- D. Only shirts approved by the Head Athletic Trainer will be worn at all games and practices with khaki or black shorts or pants. No jeans are permitted unless otherwise instructed by Head Athletic Trainer.
- E. LHS PE Uniform, or similar, is approved practice dress – sleeveless shirts are not permitted.

III. Conduct - General Conduct for Athletic Trainers

- A. Observe rules as they are set by Head Athletic Trainer
- B. No Athletic Training Staff member will allow an athlete access to any athletic department property without prior authorization from the Head Athletic Trainer.
- C. Never conduct yourself in any manner that would reflect adversely on your moral character or that of the Athletic Training Program.
- D. Treat all persons with the respect that their position deserves (i.e. Mr., Mrs., Coach, etc.)
- E. Respect all persons within your organization, school, and program.
- F. No preferential treatment of athletes. If you are dating an athlete, leave it outside of Athletic Training.
- G. Report all injuries to the Certified Athletic Trainer.
- H. Never tape an athlete from LHS or a visiting team unless cleared by the Certified Athletic Trainer.
- I. No SATA will:
 - 1. Talk to the press, radio, TV, or any outsiders about athletes, injuries, policies, or procedures of the athletics department, unless authorized by the Head Athletic Trainer.
 - 2. Make a diagnosis, recommend or give:
 - a. Treatment / Tape
 - b. Medication
 - c. Reconditioning programs without consultation with the Head Athletic Trainer.
 - 3. Discuss in detail the seriousness, options, operations, or any phase of reconditioning with the athlete without consultation with the Head Athletic Trainer.
 - 4. Declare any player "unable for participation" without consultation with Head Athletic Trainer.
 - 5. Make any statements that could be considered as a policy of the Leesburg Athletic Department.
 - 6. Use of cellphones (calls or texting) during practice unless it is an emergency.

CLASSES AND WORK SCHEDULE RESPONSIBILITIES

POLICY

Each Athletic Trainer will spend as many hours in the Athletic Training Room as it is necessary to ensure complete care of athletes, maintenance of the equipment, and cleanliness of facility.

PROCEDURE

I. Academics

- A. Each student is expected to pass all academic coursework and maintain a minimum of a 2.5 GPA.
- B. If a student fails in any subject area during a nine-week grading period the student is expected to attend tutorials (with the teacher, arranged by the student) until a passing grade in all subjects is reflected on an official progress report (student's schedule may be adjusted).
- C. Failing two or more nine week grading periods is grounds for dismissal.

II. Class and work schedules

- A. Each student will complete and submit a schedule of classes for each semester to the Head Athletic Trainer.
- B. Each Student is given two copies of the schedule (parent copy & student copy) at least two weeks in advance. If there is any conflict in the work schedule, students are expected to find their own replacement and approve the schedule change with the Head Athletic Trainer at least 5 days in advance. Only emergencies will be excused otherwise.
- C. Special cases in schedules should be discussed with the Head Athletic Trainer.
- D. Each student should allow for no conflict on assigned work days from 2:35 - 9:30 pm. If a conflict is unavoidable, discuss it with the Head Athletic Trainer immediately.
- E. Any changes in scheduling must be approved by Head Athletic Trainer

DAILY CARE OF ATHLETES

POLICY

Every Athletic Trainer will have the opportunity to attend to one of the many athletes involved in the Leesburg High School athletics program. Therefore, the Athletic Trainer must do everything possible and within reason to attend to their medical needs. Therefore, every Athletic Trainer must follow a prescribed pattern of full cooperation and maximum efficiency of the Athletic Training Program is to be maintained.

PROCEDURES

A. Whenever an athlete confronts an Athletic Trainer with a medical problem, physical or emotional, the Athletic Trainer will:

1. Fill out an injury report on all injuries
2. Fill out a treatment log for each athlete receiving a treatment
3. Question the athlete about how long this problem has existed.
4. How is the athlete affected by this problem?
5. Has the athlete had a similar problem in the past?
6. If injury is physical, inspect the area completely.
7. Check Range of motion, strength, flexibility, pain, deformities, swelling, inflammation, blistering, cuts, and other abnormalities, if this competency has been passed.
8. If emotional, ask questions and listen; show concern, but not agreement.

9. Evaluate the situation fully and completely - ASK QUESTIONS!
10. Follow up - ask the Certified Athletic Trainer or Team Physician if your information of the injury report was clear and sufficient. Were you correct in your evaluations? Should you have acted differently?
11. If you can, get a second opinion from an Athletic Training Intern.
12. Never act until you have explored the situation thoroughly.
13. Never let the athlete tell you what he/she wants!!!
14. Never give a treatment on an athlete without thoroughly evaluating the situation and speaking to a Certified Athletic Trainer!!! Then proceed cautiously!!!
15. Re-evaluate daily before giving any treatments approved by a Certified Athletic Trainer.
16. Always give positive feedback to an injured athlete.
17. Never discuss an athlete's physical or mental condition with unauthorized persons.
18. Communicate directly to the Head Athletic Trainer about injured athletes and their progress.
19. Never do anything that makes you feel uncomfortable when evaluating, treating, or rehabilitating an athlete. Always use discretion and NEVER do anything you have not been taught to do!

ATHLETIC COVERAGE

POLICY

The Athletic Training Staff will provide medical treatment to all sports sanctioned by the Leesburg Athletic Department as well as any person approved by a physician or Head Athletic Trainer. Coverage of sports is determined by risk of injury and number of available Athletic Training Staff members.

PROCEDURE

I. Athletic Games (Football follows assignment sheet)

- A. Set up coolers for home and visiting teams (water, water bottles, and ice bags) 45 minutes before game start time.
- B. Meet visiting Coaches, Athletic Trainers, and Umpires before game
- C. Check Phone at site or locate a cell phone that may be used in case of emergency
- D. Help coaches if necessary
- E. Keep players hydrated during game
- D. Give post-game ice if needed
- E. Keep track of injuries.
 1. Find out what injuries your team has and what treatment they received.
 2. Do all injury reports on your team if possible and turn into Head Athletic Trainer.

Thank you for your interest in Leesburg's Athletic Training Program. I look forward to working with you to provide the best care possible for our student-athletes!

**Philip Gandolfo ATC,LAT
Leesburg High School
Head Athletic Trainer
(352) 787-5047 ext. 7091
gandolfop@lake.k12.fl.us**

ATHLETIC TRAINING ROOM RESPONSIBILITY AFTER SCHOOL

Check the box after completion and initial. Everyone on duty shares in completing these responsibilities daily.

_____ Dirty towels in washer to be washed every day

_____ Fold towels in dryer

_____ Restock all counter tops and cabinets

- a. Be sure all labels are turned out so they can be easily read
- b. Place new items ordered in front of existing supplies
- c. Wound care center stocked

_____ Disinfect

- a. All tables top and bottom
- b. Modalities including carts, and rehab equipment
- c. Coolers and bottles
- d. All cabinets top and bottom

_____ Clean and sanitize the whirlpools and make ready for next day (when used)

- a. Close all drains
- b. Clean outside of Whirlpool

_____ Change water in hydrocollators every Wednesday

- a. Clean the outside everyday
- b. Add water everyday

_____ Sweep the floor

- a. Sweep before you leave
- b. Move things around to sweep under and behind them

_____ Clean the sink, counter tops, and taping table

_____ Put everything back in its place

- a. Do not let things sit out for days before putting them away – put away after use
- b. Do not change the place we keep something

_____ Radios on chargers

_____ Restock Kit(s) after practice

_____ Freezer stocked

- a. Ice cups
- b. Ice packs

_____ Student room clean

- a. All Personal items in your lockers
- b. Desk cleaned
- c. Microwave cleaned
- d. Garbage thrown away

Supervising SAT: _____ Date: ____/____/____