**2020-2021**

**FHS STUDENT ATHLETIC TRAINER HANDBOOK**

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Welcome to the Friendswood High School Athletic Training Program. As a student athletic trainer, you are a valuable and integral part of Mustang Athletics and will have the opportunity to work closely with our athletes and coaches. This handbook will serve as a guideline for the rules and policies of this program.

**MISSION STATEMENT**

Friendswood High School Athletic Training Programs purpose is to provide exceptional healthcare to all FISD athletes through effective communication between athletes, parents, coaches, and physicians.

**PHILOSOPHY**

Athletic Training encompasses the prevention, recognition, treatment and rehabilitation of all injuries and illnesses. Therefore, the success of the Athletic Training Program relies heavily on the understanding and teamwork of everyone involved.

**GOALS AND OBJECTIVES OF THE FHS SPORTS MEDICINE PROGRAM.**

1. Assist the Staff Athletic Trainers in medical coverage needs for all FHS Athletic Programs.
2. Be respectful to AT staff and FHS Teachers/Administration.
3. To provide a broad sports medicine educational experience.
4. To develop skills that will enhance success now and in the future (ex: First Aid/Taping).
5. To have fun while working with fellow SAT’s.
6. To follow *ALL* rules and policies of FISD, FHS, FHS Athletic Department and FHS Sports Medicine.

**WHO CAN BE A STUDENT ATHLETIC TRAINER (SAT)?**

Our program is open to all students at FHSregardless of their participation inany school sponsoredsport or activity.

**FHS STUDENT ATHLETIC TRAINER JOB DESCRIPTION AND DUTIES**

Student athletic trainers work as an extension of the FHS Athletic Training Staff. The duties of the FHS SAT’s include, but are not limited to, the following;

1. Work under the Staff Athletic Trainers.
2. Assist in administering treatments and rehabilitation as directed by the Staff Athletic Trainers. SAT’s may never administer, change, or order a treatment to anyone without the permission of the Staff Athletic Trainer.
3. Administer first aid, taping, wrapping, etc as directed by the Staff Athletic Trainers.
4. Assist in record keeping as directed by the Staff Athletic Trainers.
5. Prepare and set up all Athletic Training equipment for games, practices, meets, events, and contests both home and away as directed by the Staff Athletic Trainers.
6. Properly clean and store all Athletic Training equipment after all games, practices, meets, events, and contests both home and away as directed by the Staff Athletic Trainers.
7. Assist in loading and unloading all Athletic Training equipment and supplies.
8. Assist with the upkeep and cleaning of the Athletic Training Room, storage room, and SAT locker room.
9. Know your work schedule, report time, departure time and communicate any problems/issues with the Staff Athletic Trainers.
10. Pay attention to the game, practice, and events you are covering.
11. Inform the Staff Athletic Trainers of *ALL* injuries regardless of severity.
12. Observe and learn from the Staff Athletic Trainers.
13. Follow all rules, policies, guidelines of FISD, FHS, FHS Athletic Department and FHS Sports Medicine.

**DISCIPLINE POLICY**

The Staff Athletic Trainers need to be able to depend on the student athletic trainers to be responsible and accountable for their actions while at school and while working with teams. When expectations are not met there will be consequences. Student athletic trainers are expected to comply with the FISD Student Code of Conduct which can be found on the FISD website.

If a student violates the FISD Code of Conduct and/or violates the Student Athletic Trainer handbook 3 times, the student will be removed from the athletic training program. The following is an overview of how each offense will be handled and an example of what constitutes an offense.

*First Offense*: Discussion of problem, problem solving tactics to resolve the issues, warning of first offense, and call/email to the parents/guardian.

*Second Offense:* Discussion of the problem, problem solving tactics to resolve the issues, warning of second offense, call/email to the parents/guardians to discuss the problem and suspension from the next football game, or determined by head athletic training staff if involved in another sport.

*Third Offense*: Discussion of the problem, warning of third offense, call/email to parents/guardians to discuss the problem and dismissal from the athletic training program. Counselors will be contacted to change the school schedule.

*Grades:* Student athletic trainers will follow the same eligibility policy as followed by the athletes. If you fail any class at the 9-week reporting period, you will be ineligible to work any games until the next progress reports come out. *Student athletic trainers will still participate in all practices during this time.*  If you are passing at progress reports, you will be eligible to work games again. Continued academic shortcomings may result in dismissal from the athletic training program.

Offenses include, but are not limited to the following:

-Calls/emails from a teacher of a problem in class (i.e., disrespectful in class, not adhering to classroom policy, office referral, etc.).

- Calls/ emails or complaints from a coach of a problem with the sport or an athlete.

- Being excessively late to practices and games.

- Leaving for the day without being dismissed.

- Repeatedly being inappropriately dressed against Dress Code Policy.

- Failing classes at the 9-week reporting period.

- Other activities that are in violation of the FISD Code of Conduct/Athletic Code of Conduct.

- Inappropriate use of cell phones.

- Head Athletic Trainer’s discretions.

The Staff Athletic Trainers will contact parents/guardians via email or phone call when such above instances occur. It is our hope that all student athletic trainer issues can be resolved without removal of a student from the athletic training program. However, if behavior is not corrected they will be removed. It is our goal to treat each student fairly and consistently.

**STUDENT ATHLETIC TRAINER ACADEMIC POLICY**

Academics are the first and foremost important part of our student athletic trainers high school experience. Student athletic trainers will be expected to follow all UIL and FISD eligibility policies.

 UIL ELIGIBILITY (Followed by all UIL Sponsored activities/events)

1. Must maintain 70% or higher in all subjects at all times.
2. UIL grade checks occur approximately every 3 weeks. If you have less than a 70% at the time of a grade check, you are ineligible until the next UIL grade check.
3. If you are ineligible, you are not allowed to work games but you will be required to work your assigned practices. Continued academic shortcomings will result in loss of both practice and game privileges.

WEEKLY ELIGIBILITY (Followed by the FHS)

1. All students’ grades will be checked on a weekly basis.
2. Any student that is failing on a weekly basis will remain eligible to work practices and games, unless it is a UIL grade check week.
3. Students will not be allowed to miss any class that they are failing – Please see the Mustang Manual.
4. All grade issues will be handled on an individual basis.

*FAILURE TO MAINTAIN ELIGIBILITY CAN RESULT IN DISMISSAL FROM THE FHS ATHLETIC TRAINING PROGRAM.*

**WORK OBLIGATION**

All student athletic trainers will be required to work practices and games for either volleyball or football during the fall. A schedule will be posted in the athletic training room.

All SAT’s will be scheduled to work a second sports throughout the year. SATs will not be required, but are encouraged, to cover practices of the second sports but will be required to cover games. Work schedules will be shared as soon as the Staff Athletic Trainers receive completed game schedules from the coaches of each sport. The second sports which the athletic training program covers are boy’s and girl’s basketball, boy’s and girl’s soccer, wrestling, softball, baseball, track, water polo and swimming.

Additionally, we host several tournaments/events throughout the year in various sports. Student athletic trainers may either be assigned to work or will be given the opportunity to sign up to work these events.

It is the responsibility of the student athletic trainers to contact the Staff Athletic Trainers if they will not be at a practice and/or game for any reason (including illnesses). The Staff Athletic Trainers reserve the right to assign individuals games to students, if coverage becomes a problem.

*\*\*If you have outside job obligations, it is the SAT’s responsibility to communicate this to the Staff Athletic Trainers. We will do our best to provide accommodations. Even though we want the Athletic Training Program to be a priority, we additionally desire our SAT’s to be well rounded. \*\**

**SCHOOL ATTENDANCE**

By FHS policy, all students must be in school at least a half day in order to attend any extracurricular events/games. This means that all students must be in school by 4th period to work a game/event that evening.

Attendance at school is extremely important for academic success. Excessive absences from school can result in your removal from the athletic training program.

It is the responsibility of the SAT to contact the Staff Athletic Trainers if they will not be at a practice or a game for any reason (including illnesses and absences from school). The Staff Athletic Trainers will not assume that if you are not in class that you are not working your practice/game.

**GROUPS**

For each sport, all student athletic trainers will be assigned to groups. If there are not sufficient numbers there will only be one group. We will utilize the groups to create the work schedule for sport practices and games as well as all second sport games.

**MISSING GAME/PRACTICE**

If a student athletic trainer is unable to work a scheduled practice or game, they must notify the Staff Athletic Trainers a minimum of 48 hours (2 DAYS) before their assigned game/practice via one of the following methods;

1. Email Mr. Lapier at blapier@fisdk12.net
2. Call the Athletic Training Room at 281-996-6553
3. Talk to the Staff Athletic Trainers face to face

If an immediate conflict arises, a Staff Athletic Trainer *MUST* be notified. We understand that conflicts will arise during the school year. It is *YOUR* responsibility to communicate if you are going to miss a game or practice.

**SWITCHING AND TRADING**

If you are unable to work your assigned game or practice, all of the following steps must be done;

1. Notify the Staff Athletic Trainers *ASAP* (MUST BE A MINIMUM OF 2 DAYS NOTICE).
2. Find a switch from the other group. Switches must be found by 8:45 am the day before the game/practice that is going to be missed.
3. Inform the Staff Athletic Trainers and complete the switch book.
	1. Both SAT and a Staff Athletic Trainer must sign off on the switch for it to count. The switch book will be kept in the athletic training room.
	2. It is up to the SAT to update the board in the athletic training room.
	3. SATs are limited to the number of times they can switch (work) to 5 times per month. This is to prevent the same people working all the time.
4. Last minute switches will not be accepted.

It is important that all SATs find a switch as soon as they know they are unable to work. All trades and switches must be approved by a Staff Athletic Trainer. It is the SATs responsibility to find all switches.

 **LOCKERS/LOCKER ROOM**

We are fortunate to provide a locker room for our student athletic trainers. Lockers will be assigned by the Staff Athletic Trainers. The locker room is a privilege. We ask all student athletic trainers to utilize the locker room for personal belongings and treat it with respect. Food products may not be stored in the locker room unless they are properly stored in a closed container and for no more than one day.

**TECHNOLOGY COMMUNICATION**

Proper communication to a Staff Athletic Trainer should be through email or phone call. If a situation arises where a text message needs to be sent, the student and their parent/guardian will both be in the text message. It is never appropriate for a student to directly text a staff member. If a student texts a staff member, the staff member will not respond. However, the parent/guardian are allowed to text a staff member. Communication made over the weekend, when an athletic contest is not present, will be made at the Staff Athletic Trainers convenience.

**COMMITMENT**

It is not the desire of the program to consume all of your free time as a high school student. However, assisting in the health and well-being of the athletic population at the high school and junior high is a huge responsibility. The Staff Athletic Trainers ask that this program be a priority and it is your responsibility to be given as much respect and consideration as your other extra curricular activities and jobs. We ask that you give us at least a semester’s commitment.

**CONDUCT**

You have the responsibility to conduct yourself in a manner that reflects positively on you, your family, this athletic training program, this athletic department, and this FHS.

**CLASSROOM CONDUCT**

All SATs are expected to conduct themselves as ladies and gentlemen in all classes.

**UNIFORM POLICY**

Our dress code/uniform policy is above and beyond that of the school dress code. Our policy and the FHS Dress Code will be followed at all practices/games/athletic periods/ and class times.

 *HAIR*

* Must be kept neat (not dyed to a distracting color)
* Gentlemen should be clean shaven

 *FOOTWEAR*

* Athletic shoes with socks must be worn to practices/games/athletic periods/class time
* Dress shoes/boots may be worn with pants, if appropriate for the work environment
* No sandals, flip flops, or backless shoes of any kind may be worn at any time
* YOU MUST KEEP YOUR SHOES ON AT ALL TIMES

 *HATS*

* Baseball style hats and visors may be worn – must be appropriate, be worn with the bill to the front
* No bandannas of any kind are to be worn

*ATHLETIC PERIOD AND CLASS TIME*

* School dress code policy will be enforced

*PRACTICE*

* Dress type khaki style/denim/cotton athletic shorts may be worn (must be of appropriate length)
* Collared shirts or t-shirts only
* NO tank tops or sleeveless shirts are allowed
* Fanny packs will be stocked and worn appropriately
* Belts will be worn if pant/shorts have loops

*GAMES/EVENTS*

* SAT’s will be issued a game shirt and will be expected to wear it.
* Until further notice – game shirts will be worn at all events/games
* Khaki/Docker style pants/shorts are to be worn to all games
* No jeans/denim pants of any color, unless approved by staff Athletic Trainers.
* Shirts must be tucked in.
* Belts will be worn if pants/shorts have loops.

 *TECHNOLOGY*

* Headphones may not be worn at practices or games.
* Cell phones may not be used at practices/games, unless you are contacting the Staff

Athletic Trainers.

*EXCEPTIONS*

* Students are required to wear clothing appropriate for the weather (rain coat, sweat pants, etc).
* Dress for second sports will be discussed on an individual sport basis.
* Dress for non-football playoff games will be discussed as needed.
* Jeans, when approved by the Staff Athletic Trainers, must be free of excessive tearing and fraying.

*If you are not in dress code, you will be told to correct the problem. If you fail to correct the problem, you may be sent home for the day.*

**RELATIONSHIP OF STUDENT ATHLETIC TRAINER WITH;**

RETURNING student athletic trainers – They “know the ropes” and will be of assistance to the younger student athletic trainers. You can learn a lot from them. Please take advantage of their knowledge of our program and of this school.

STAFF ATHLETIC TRAINERS – The staff athletic trainers are in charge with the healthcare of the student-athletes. Thus, the Staff Athletic Trainers are ultimately responsible for your actions. The Staff Athletic Trainers are willing to discuss problems and questions. However, remember due to the nature of our business there may be times when questions are best approached at appropriate times.

COACHES – As a student athletic trainer, you should never discuss injuries with a coach. All injury information should come from the Staff Athletic Trainer. If you are covering a sport alone, you can fill the coach in on basic information. Remember, coaches are human and often become frustrated by factors beyond anyone's control. Do not take it personally if a coach raises their voice towards you. They are most likely angry at the situation and not at you.

ATHLETES- The athletes are your peers. It is difficult to maintain a professional relationship. It is important to keep the fraternizing to a minimum during treatments, practices and games. As a student athletic trainer, you are here to assist in the care and prevention of athletic injuries – not to pamper our athletes. Do not discuss an injury with an athlete in specific or speculative terms. If you have problems with a particular athlete bring it to the attention of the Staff Athletic Trainers.

STUDENT MANAGERS – It is important to maintain a good working relationship with the equipment managers. Many duties from both professions overlap. You should assist the managers whenever feasible.

TEAM PHYSICIAN – This program would not exist without the support of our team physician. We must all treat him/her with the respect he/she has earned. As a student, you will have the opportunity to get to know and work with the team physician. You can learn by watching and listening to the discussions on the sideline or in the athletic training room.

GENERAL PUBLIC, MEDIA, AND STUDENT BODY – You may be confronted with questions as to the health of an athlete by almost anyone anywhere. Information regarding an athlete’s health is confidential to everyone. This information should never be discussed outside of the athletic training room.

**CONFIDENTIALITY**

All information obtained and discussed by the Staff Athletic Trainers or in the athletic training room regarding any aspect of an athlete’s health is not to be discussed outside of the athletic training room with anyone– including parents, teachers, coaches, friends, media, social media, the general public, etc.

**TRAVEL**

Student athletic trainers are expected to abide by all team rules including curfews, when traveling with a team. Travel is not an excuse for poor academic performance. For all sports, student athletic trainers will miss class time. This could range anywhere from part of 7th period to the entire day. It is the responsibility of the student athletic trainer to make arrangements with their teachers in advance to make up any work that they will miss.

Student athletic trainers are expected to travel on the bus to and from games with the teams they are covering.

Occasionally, student athletic trainers may be asked to travel on overnight trips with teams. Being allowed to travel on an overnight trip is a privilege. Many factors go into determining which student athletic trainer to send. Grades, work ethic, adherence to athletic training room policies and procedures will all play a factor. All school policies and procedures will apply. The coach of each sport is responsible for making all plans, reservations and handling details. We will do our best to get a detailed itinerary prior to departure.

**PLAYOFFS**

All of our teams are traditionally very successful and manage to consistently qualify for playoffs. It is an honor and privilege to get to accompany our teams to the postseason. A student athletic trainer’s commitment to their team(s) during the regular season and adherence to athletic training room policies/procedures/rules will have a direct impact on their ability to travel with their teams in the postseason.

**STUDENT ATHLETIC TRAINER EVALUATIONS**

Student athletic trainer evaluations will be conducted twice a year during finals week.

**DISMISSAL FROM THE PROGRAM**

The Staff Athletic Trainers reserve the right to dismiss any student from our program at any time.

**AWARDS**

Throughout the school year the Staff Athletic Trainers will pick a “SAT of the month” to highlight a SAT that has excelled in their duties as a SAT.

At the end of the academic year, the Athletic Training Department will give out the following awards;

* 1. Outstanding Student Athletic Trainer
	2. Outstanding Attitude Award
	3. Outstanding First Year as SAT

**FUNDRAISERS**

Fundraisers will be determined at a later date.

**FMBC-BOOSTER CLUB**

Our FMBC VP will be responsible for coordinating all Booster Club Activities, including any fee collection for pre and post game meals.

**STAFF ATHLETIC TRAINING CONTACT INFORMATION**

BLAKE LAPIER– HEAD ATHLETIC TRAINER

blapier@fisdk12.net

Office-(281)-996-6553

Cell-(979)-583-3168

TEVIN DENT– ASSISTANT ATHLETIC TRAINER

tdent@fisdk12.net

Office:(281)-996-6553

MELISSA JACK-HOUSTON METHODIST OUTREACH ATHLETIC TRAINER

mjack@fisd12.net

Office:(281)-996-6553

Cell:(281)-841-1292

**FHS STUDENT ATHLETIC TRAINER CONTRACT**

NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Year\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

All FHS Student Athletic Trainers work as an extension of the Staff Athletic Trainers and are essential to a working Athletic Training Room.

GENERAL RESPONSIBILITIES INCLUDE:

1. Assisting Staff Athletic Trainers with treatment, taping, and rehabilitation of athletic injuries.
2. Administering first aid as directed by the Staff Athletic Trainers.
3. Assist in reporting and record keeping all injuries to a Staff Athletic Trainer.
4. Learning the location and purpose of the equipment in the Athletic Training Room.
5. Assisting with current stocking/inventory of all types of equipment and supplies.
6. Preparing equipment and supplies for all practices, games, meets and contests.
7. Proper cleaning and storage of all types of equipment and supplies used during practices/games.
8. Maintaining storage areas in a neat and organized fashion.
9. Keeping the Athletic Training Room clean and sanitary at all times

HOURS:

* Student athletic trainers are required to work their scheduled practices/games/events.
* Staff Athletic Trainers must be notified prior to all absences.
* I HAVE READ THE STUDENT ATHLETIC TRAINER HANDBOOK.
* I UNDERSTAND THE RULES IN THE STUDENT ATHLETIC TRAINER HANDBOOK.
* I AGREE TO FOLLOW THEM TO THE BEST OF MY ABILITIES.

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STUDENT ATHLETIC TRAINER SIGNATURE DATE

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PARENT/GUARDIAN SIGNATURE DATE