
SPORTS MEDICINE HANDBOOK

MISSION STATEMENT

The primary mission of the Akins Sports Medicine Department is to provide quality medical care, including prevention, recognition, treatment, and rehabilitation of injuries and illnesses to all student-athletes regardless of sport, gender, or ability. Our secondary mission is to educate and help develop student athletic trainers into productive members of health-related professions and society.

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 Akins' athletic population is a major 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. If a lack of commitment is evident and such behavior persists, then you will eventually be replaced and/or dismissed.

Communication

It is the responsibility of ALL student athletic training aides to check their practice/game assignment list often. Students are given the opportunity to turn in their availability each month by the 15th. Schedules are finalized for the upcoming month by the 21st of each month. All changes, departure times, etc., will be posted in the group chats via SportsYou and Remind. There is no excuse for not knowing what is going on. If you have questions, ask your peers or a staff athletic trainer.

CONFIDENTIALITY

All information obtained and discussed by the staff athletic trainers in the training room or on the field/court regarding any aspect of an athlete's health is **NOT** to be discussed outside of that setting with anyone - including parents, teachers, coaches, friends, etc. We are medical providers and we need to maintain confidentiality between our patients and the outside world. If we hear from anyone that you violate this rule, **there will be an immediate dismissal from the program. It will not be tolerated.**

WORK OBLIGATION

Overall: Students are expected to come in regularly to learn and practice their sports medicine skills. Students are expected to come in at least three times a week to cover games or practices in the fall and spring. This gives you the opportunity to learn and feel confident so that you are able to travel without a staff athletic trainer. Students are given the opportunity to turn in their availability each month by the 15th. Schedules are finalized for the upcoming month by the 21st. If you do not turn in your availability, you will be scheduled at random under

SPORTS MEDICINE HANDBOOK

the assumption that you have full availability. If, for some reason, you cannot meet your student trainer obligations (illness, school, conflict, etc.), you must text the Athletic Training Staff **IMMEDIATELY** through the SportsYou app. If the schedule has already been assigned, you should also reach out to your fellow students to see if someone is able to cover your games/practices.

Fall: During football season, there will be morning practices from approximately 5:30 am - 8 am. We do not expect you to work every practice, however it is your responsibility to turn in your monthly availability and follow the schedule we assign. Students need to attend at least 1 morning practice per week, and 2 events/practices after school. This may look like: 1 morning practice, 1 day coming in after school to work on sports med skills + 1 day working a football game. If you have not met your work obligations, you will not be eligible to travel with varsity football team. Students are not allowed to travel with varsity football until they have completed at least 25 hours of practice time and can competently provide wound care, wrist tape, and ankle tape.

Winter/Spring: After football season ends, we do not require you to go to any team's practices. HOWEVER, you are still expected to come before or after school to assist with treatment hours or practice your skills at least once a week. You will also be assigned to 1-2 games per week after school. These games will vary between home and away games, but will be marked on the schedule. All assignments will be made based off of the monthly availability you provide. It is your responsibility to pick up your pass and to stay on top of your schoolwork around these games.

Point System

We will use points accumulated throughout the year to determine letterman jacket and graduation cord eligibility.

Point Allotments:

- AM/PM practice (1 pt)
- Before/after school treatment (1pt)
- Freshman/JV game (2 pt)
- Saturday/holidays (1 pt)
- Tournaments (1pt per shift)

SPORTS MEDICINE HANDBOOK***Demerit System***

If students are not following expectations and guidelines set forth in the handbook, there will be a “demerit” or loss of points. For the first infraction, you may get a verbal warning. If there continues to be a problem in following expectations, the staff athletic trainers may release you from the program as we see fit. These will be kept in your student file, and while they will reset each year, consistent point deductions will negatively impact your status in the program. Students will be placed on probation if they exceed 5 demerit points within the school year. If you surpass the allotted amount of point demerits for a second time, you will be removed from the program. These are our primary demerit rules, however there may be a demerit for other infractions that go against our handbook, such as disrespectful behavior, and point deductions will be determined by the staff athletic trainers on a case by case basis.

Out of Dress Code: -1 pt

Tardy/Late to practice or game: -1 pt

Late cancel to a practice/game: -1 pt

No Call/No Show to Assigned Event (practice or game - less than 24 hr notice): -3 pt

Failing a course: -2 pt

Not turning in a grade sheet: -1 pt

LETTERING ELIGIBILITY

After completing a full semester within the athletic training program, athletic training students are eligible to receive a letterman jacket (jacket paid for by the Akins Football Program; patches are the responsibility of students) if they have received a minimum of 50 points within the semester. Students **MUST** have participated in assistance with the football season in order to be eligible for jackets paid for by the football program.

CONDUCT

You have the responsibility to yourself, your family, your athletic department, and to Austin ISD to conduct yourself in a professional manner. Anyone who brings negative attention to the Sports Medicine Department and/or Akins High School may be dismissed from the program. Discipline will be at Staff Athletic Trainers’ discretion. This could include: penalty in grade, phone calls home, working extra hours, losing Varsity game privileges, dismissal from program, etc. If you receive 10 demerits within an academic year, you will be dismissed from the program. Demerits will “reset” every year, however continued

SPORTS MEDICINE HANDBOOK**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 as well. Students should be speaking to staff athletic trainers respectfully and with the understanding that staff athletic trainers are responsible for your health and safety when you are traveling. If you have a question about something, you are always welcome to come to the staff athletic trainers and ask/discuss - however, there may be times when questions will have to wait, as providing healthcare to our student athletes will be our top priority.

Upper Level Student Athletic Training Aides - Upper level students should be well acquainted with our processes and procedures within the program and should be willing to help with most questions about basic procedures within the program. Upper level members should not be treated as “greater than” or “above” younger students - grunt work should not only fall on younger students. All students are equal within our program. Upper level students should help with ensuring that lower level students have support under our big/little program.

Fellow Student Athletic Training Aides - Remember the “golden rule” and treat one another with respect. If you have a problem with a fellow AT student, you can let staff athletic trainers know. You are expected to be able to work cordially and proficiently with your teammates within the bounds of the program - if you are unable to work together with others in the group due to student conflict, you will be separated from working with that student/team. If problems continue to arise, disciplinary action or dismissals from the program will be made at the discretion of the staff and administration. We understand that not everyone gets along and do not expect you to be best friends with everyone in our program; HOWEVER, we do expect you to be able to perform your duties regardless of your relationship with your fellow teammates.

Coaches - When you travel with sports teams, coaches are in charge of your health and safety and should be treated with respect. Learn to get along with the coaches and make it a habit of knowing their names – this information could be valuable in a time of need. As a student athletic training aide, you should NEVER discuss any injuries with a coach. ALL INJURY INFORMATION SHOULD COME FROM A STAFF ATHLETIC TRAINER. 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 toward you. Keep your head up and do your job. However, if a coach does not treat you with respect, please let a staff athletic trainer know and we will discuss further action if needed.

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 doctors, athletic trainers, and coaches. This information should not be discussed outside of the training

SPORTS MEDICINE HANDBOOK

room or with any individuals outside of the aforementioned individuals - Do NOT discuss injuries with classmates, teammates, friends, family etc. In such situations, it is appropriate to act ignorant (“I don’t know, I’m only a student.”). If you tell anyone in the general public/outside of our program anything about the medical status of a student, you will be immediately dismissed from the program.

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. There can also be no preferential treatment for any athlete (friends, high level of play, crushes, etc.). As a student athletic training aide, you are here to assist in the prevention and treatment of athletic injuries and be professional - NOT to pamper athletes. If you ever have a problem with a particular athlete, bring it to the attention of a staff athletic trainer ASAP. As a reminder, it is strongly recommended that student athletic trainers refrain from dating athletes. PDA is not allowed under any circumstances in the training room, sideline, at games, etc. If considerable preferential treatment is noticed, you may be removed from working with that specific team.

ACADEMIC RESPONSIBILITIES

UIL Eligibility

In order to be eligible to participate in our program, we follow the UIL academic requirements that all student athletes follow “no pass no play”

You must maintain:

- A 70% or higher in all regular level courses
- A 60% or higher in all advanced classes (onRAMPS, AP, ACC, etc)
- If you fail a UIL grade check, you are declared ineligible beginning a week after the grade check, until the next grade check has concluded (approximately every 3 weeks).
- We will have the grade check calendar sent out, and each grade check will be listed on our student calendar

*If you become ineligible, you will be required to attend tutorials for all classes you do not have a 70% or higher for the entire time you are ineligible.

- **If you are ineligible, you can still work practices, but you cannot work any games.**
- **If you fail 2 grade checks back to back, you will be placed on academic probation and will have to fill out a probation document.**
- **If you are still failing at the conclusion of the next grading period, you will face dismissal from the sports medicine program and will have to reapply next year.**

SPORTS MEDICINE HANDBOOK

DRESS CODE/ATTIRE

Our dress code policy will be followed at all practices and games. Each student should receive “gear” at the beginning of summer athletics. At the end of each academic year, all clothing that was distributed will be turned back in to us as this is a part of your “uniform”. Any items that you lose are expected to be reimbursed - \$40 per hoodie and \$20 per shirt. If items are not reimbursed, you will be listed on a graduation hold until it is returned.

- Footwear - athletic shoes and socks must be worn (or another type of closed toed shoe appropriate for outdoor work). **NO** sandals, flip flops, or backless shoes of any kind (including crocs).
- Hats - baseball style hats or visors may be worn. Nothing inappropriate may on the hat
- Practices
 - Any appropriate t-shirt style shirt and shorts/pants are to be worn at practices with closed toed shoes. **NO crop tops, tank tops, or any other clothing that shows too much skin.** We work in a medical environment and need to be covered appropriately to avoid bloodborne pathogens.
- Games/Events
 - Game day uniform is an akins sports medicine shirt, shorts/pants, and closed toed shoes for all games. For football, everyone will wear the Akins Sports Medicine polo with black shorts/pants and closed toed shoes.
- Weather
 - Students are allowed to wear any clothing appropriate for the weather (raincoat, jacket, rain boots, mittens, hats, etc.) as needed.

GENERAL EXPECTATIONS/INFORMATION

Training Room Rules - As a student athletic training aide 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; there are several copies in the 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 tens of thousands of dollars. It is 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 equipment, it is of the utmost importance that you inform a staff athletic trainer ASAP. If at any time you do not

SPORTS MEDICINE HANDBOOK

feel comfortable using a piece of equipment, please notify a staff athletic trainer. If you travel with a team and bring training room equipment (kit, water bottles, crutches, etc.), it is your responsibility that this equipment is returned upon the team's return to campus - **not kept overnight at home or in your car**. If things get lost, you may be responsible for the cost of replacement equipment.

Travel - Athletic Training Student Aides are expected to abide by all team rules when traveling with a team. You will sit in the front couple of rows of the bus behind the coaches. You **CANNOT** sit with the athletes. If we hear a report of any issues on the bus, you will get your traveling privileges revoked and can no longer participate in any games.

Travel is not an excuse for poor academic performance. For all sports, student athletic training aides will miss class time. It is the responsibility of the student trainer to make arrangements with their teachers in advance to make up any work they will miss. Remember, **traveling with teams is a privilege**, not a right. If you cannot maintain your grades, that privilege will be taken away.

Socializing - Socializing at practices/games with athletes, fans, or parents will not be tolerated. You are there to pay attention to your environment/surroundings. Handle your business/gossip before or after your scheduled game/practice. We encourage you to be friendly, but remember you have a job to do. This is also extremely important for your safety (especially during football). You can talk to your fellow student athletic training peers, but don't let it distract you from your job. You should always be facing the field/court and paying attention to what is going on.

Social Media & Phones - Students should utilize all avenues of social media responsibly and understand they represent the Sports Medicine Program at Akins ECHS. **Social media (specifically picture-based) CANNOT be used while in the training room, at practices, or at games of any sports without the consent of individuals in these photos.**

Phones in general are fine to have on your person during treatments, practices, and games; however, you should **NOT** be on your phone while you are working with any student-athletes in the training room or while watching practice or games. If we catch you scrolling through your phone throughout treatments, practices, or games, you will get a warning. If it continues to be a problem, dismissal from the program may be warranted. We understand emergencies happen, and if they do, let one of the staff athletic trainers know what's going on, and you can step away to take a phone call. The only other exception to be on your phone during games is to communicate with staff athletic trainers about injuries or communicate with

SPORTS MEDICINE HANDBOOK

parents/guardians about transportation (ex, the game just finished, we will be back on campus in 15 minutes)

PLAYOFFS

Sometimes (hopefully frequently) our teams will make it to the playoffs. It is an honor and a privilege to get to accompany our teams to the postseason. A student athletic training aide's commitment to the team(s) during the regular season and adherence to training room policies/procedures/rules will have a direct impact on their ability to travel with their teams in the postseason.

STUDENT ATHLETIC TRAINER AIDE EVALUATIONS

Student athletic training aides will be evaluated in December before winter break and again in May during finals week. This is to let you know what you are doing well and what you can improve on. It is not meant to upset you, just to make you the best athletic training student you can be. This may impact your ability to be a part of the sports medicine program the next year if there are consistent issues that aren't getting resolved.

CONTACT INFORMATION OF STAFF ATS

Please feel free to reach out with any questions/concerns. We recommend that students put our cell phone numbers in their phones in case they need to contact us quickly. SportsYou doesn't always give us notifications, so if it's an emergency, it's quicker to call/text us. There are multiple avenues for students to be able to reach us, and there is no excuse for a lack of communication.

Andrew Zamora - Co-Athletic Trainer

Email: andres.zamora@austinisd.org

10701 S 1st St, Austin, TX 78748

Office - (512) 841-9701 x27944

Cell - (737) 235-7465

Cassandra Campbell - Co-Athletic Trainer

Email: cassandra.v.campbell@austinisd.org

10701 S 1st St, Austin, TX 78748

Office - (512) 841-9701 x27944

Cell - (512) 537-1030

SPORTS MEDICINE HANDBOOK

Typical Weekly Availability

(write down times outside of school you're available, before or after)

Monday: _____

Tuesday: _____

Wednesday: _____

Thursday: _____

Friday: _____

Saturday: _____

Get to know you questions

Shirt/Hoodie Size (Unisex): _____

Favorite color: _____

Favorite animal: _____

Favorite Starbucks order: _____

Favorite candy: _____

Favorite snack: _____

If you could play any sport professionally, what would it be? _____

Anything else we should know about you?: _____

SPORTS MEDICINE HANDBOOK

Akins ECHS Sports Medicine Acknowledgement of Receipt of Handbook

Student Name: _____ **Grade:** _____ **Date:** _____

The Akins ECHS Sports Medicine Program requires student athletic trainers to represent the program and school professionally at all times. Students are expected to work under the supervision of Staff Athletic Trainers and may assist with taping, first aid, rehabilitation, cleaning, inventory, equipment setup, record keeping, and other assigned duties. Students must follow all attendance, dress code, academic, conduct, communication, and professionalism expectations outlined in the Sports Medicine Handbook. Failure to meet expectations may result in disciplinary action or removal from the program.

By signing below, we acknowledge and agree to the following:

- Staff Athletic Trainers may contact students and/or parents through phone calls or text messages regarding team, practice, travel, or health-related information.
- Student names and/or photos may be used on official Akins Sports Medicine or school websites/social media.
- Transportation permission (**check one below**):
 - Bus only
 - Bus or self-drive only
 - Bus, self-drive, or ride with another student/coach
- We understand transportation decisions are our responsibility and repeated tardiness may result in loss of driving privileges.

I have read and understand the academic, time and conduct requirements that are necessary to be a student athletic trainer at Akins ECHS. 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 Akins ECHS. 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/Guardian Signature: _____ **Date:** _____

Cassandra Campbell
 (512) 537-1030
cassandra.v.campbell@austinisd.org

Andrew Zamora
 (737) 235-7465
andres.zamora@austinisd.org

SPORTS MEDICINE HANDBOOK

Emergency & Contact Information

Emergency Contact: _____ Relationship: _____

Phone Number: _____ Cell Home Work

Allergies/Medical Conditions: _____

Student Phone: _____

Parent Phone: _____

Typical Availability (outside school): _____

Shirt/Hoodie Size: _____

Anything else we should know about you?
