



Irion County High School

Athletic Training Student Aide Handbook

The athletic training student aide program at Irion County High School exists to help assist the staff athletic trainers in the prevention, treatment, care of injuries suffered by student athletes at Irion County High School and the athletic teams of their opponents. Irion County High School athletic training student aides should possess the ability to work hard independently, think on their feet, and get along with diverse populations of people. Academics and hard work are the top priorities for Irion County HS athletic training student aides. If an ICHS athletic training student aide shows that they can't handle their academics and or the work requirements for this job then they may need to evaluate if they can continue in this program.

Irion County HS athletic training student aides represent many things and it is important that you understand this while comprehending these rules.

You represent:

- **Yourself**
- **Your family**
- **The other athletic training student aides**
- **The staff athletic trainer**
- **The ICHS team you are with at the time**
- **ICHS Athletics**
- **Irion County High School**
- **Irion ISD**
- **Mertzon, Texas**

We expect you to take pride in this and do the best job that you can do as you work day in and day out. We also want you to understand that this is not all hard work with no benefits. This is a fun activity that allows you to be around students with similar interests to you. This is an activity that allows you to be a part of something important. This is an activity that should have a future career goal of being in a medical profession that will benefit you.

Application Process

In the spring of every school year the staff athletic trainers will advertise at the high school for potential athletic training student aides. The prospective students must fill out an application and turn it into one of the staff athletic trainer in the requested time period. Because the Health Science CTE classes exist, students who are enrolled previously in any of the three courses will be allowed to participate. All athletic training student aides that are admitted or retained in the program will be notified prior to the end of the school year.

Pre Season Responsibilities

- In July of each year the athletic training student aides will receive notification of the important dates for the fall.
- At least one week prior to the first workout for football the entire athletic training student aide staff will be required to report to the athletic training room to set up and get all equipment up and running.
- All athletic training student aides will work every workout for football beginning with the first day of fall practice. At a point in time to be determined by the staff athletic trainers the athletic training student aides may be given a day off from working practice. This day off will be so that the student can do whatever they need to do (doctor appointments, hair cuts, automobile repairs, etc)

Off/ Missed Days

- Once athletic training student aides start receiving days off it is imperative that they are at practices on the remaining days.
- Athletic training student aides should inform their parents that any appointments or other scheduled items should be taken care of on your day off.
- If because of illness or some other reason a athletic training student aide misses a workout please notify the head athletic trainer prior to missing.
- School approved activities (band, choir, theater, etc.) do not count as absences that will need to be made up and forfeiture of a day off will not be necessary.

Football Game Assignments

- All athletic training student aides will work all varsity, junior-varsity, and junior high football home games. If an athletic training student aide can not for some reason work an assigned game it is up to them to inform the staff athletic trainers as soon as they know that there will be a conflict.
- If you are not assigned to work a game then you have no business being on the sideline unless you are there in some other official capacity.

- It is imperative that when an athletic training student aide is working a game that they understand to not be a distraction. The athletic training student aides are there to help the staff athletic trainers, coaching staff, and team members. If they cause problems either through their words, actions, or attitudes disciplinary action will be taken. If continued transgressions occur then removal from the program is probable.

Basketball Game Assignments

- All athletic training student aides will work all varsity, junior-varsity, and junior high basketball home games. If an athletic training student aide can not for some reason work an assigned game it is up to them to inform the staff athletic trainers as soon as they know that there will be a conflict.
- If you are not assigned to work a game then you have no business being on the sideline unless you are there in some other official capacity.
- It is imperative that when an athletic training student aide is working a game that they understand to not be a distraction. The athletic training student aides are there to help the staff athletic trainers, coaching staff, and team members. If they cause problems either through their words, actions, or attitudes disciplinary action will be taken. If continued transgressions occur then removal from the program is probable.

Absences from Game Responsibilities

- All absences from games must be pre-approved in writing by a staff athletic trainer. It is the responsibility of the athletic training student aide to inform in writing to the staff athletic trainers. Do not have a parent, other athletic training student aide, friend, front office, or athlete inform a staff AT. It is your responsibility.
- Excessive absences from games will result in removal from the program.
- The 2nd non-pre approved absence from a game will result in probation.
- The 3rd non-pre approved absence from a game will result in removal from the program.

Clothing

- All athletic training student aides must wear school appropriate clothing for all practices and games.
- When the weather becomes cooler it is acceptable to deviate from ICHS clothing as long as one the staff AT approves the coat or jacket.
- Approved practice clothing
 - School appropriate clothing should be worn at all practices unless there are extenuating circumstances.

- Flip flops, dress shoes, high heel shoes, or any other footwear that will make it more difficult to work are never to be worn at practice
- Shorts must be acceptable length.

Approved Game Clothing

- For Thursday night Junior high and Junior varsity games the athletic training student aide should wear the assigned colored t-shirt that is on the game schedule.
- For Friday night Varsity games the athletic training student aide should wear the issued game shirt for that season.
- For other sports the athletic training student aide should wear a shirt that was issued to them. Preferably from the current year.
- Flip flops, dress shoes, high heel shoes, or any other footwear that will make it more difficult to work are not to be worn at games.
- We prefer khaki pants or shorts, but if jeans are worn they are to have no holes, worn spots, frayed ends, etc.
- Each week the student staff will come to a decision as to whether jeans or shorts will be worn. **All students must wear the same thing.**
- Ultimately it is the decision of the staff athletic trainers to allow you to represent ICBS with a particular item of clothing. If we disapprove of some article of clothing then that is the end of the discussion.
- It is NEVER acceptable for you to give your issued clothing (t-shirts, sweatshirts, wind suits) to your friends for them to wear. If they are seen wearing it in the school building one of the staff AT will take it from them immediately. This will be embarrassing for your friend and for you. We spend a tremendous amount of money to outfit you and make sure that you and the entire staff look professional. We want you to have pride in this program and the way you look. Therefore it is never acceptable for someone not in the program to wear our clothing.
- You will be required to turn in all issued items other than t-shirts at the end of the year. If they are missing or unusable you will be charged for them.

Cell Phone Usage

- Cell phone usage during practice is discouraged. Your cell phone should only be used in case of emergency during practices or games.
- You may carry your cell phone during games, but it should only be used to communicate with one of the staff AT. These communications can be either phone or text message regarding the score of the game, any injuries that were sustained by a player, or any question that a coach may have.

Behavioral Issues

- Behavioral issues in the school building will not be tolerated and if serious enough will result in removal from the program.
- Minor offenses such as tardies, not taking supplies to class, or anything else that result in after school detention will be taken note of and if the offenses become habitual then suspension and removal from the program will occur.
- Major offenses such as fighting, use of alcohol or drugs, or anything deemed major by a principal will result in suspension or possibly immediate removal from the program on the first offense.
- School handbook policies regarding extracurricular activities will be enforced.

Activities Outside of School

- These activities would include, but certainly are not limited to, church responsibilities, a job, club sports, or other things.
- It is understood that this is not the only activity that you as an athletic training student aide participate in. This is good. We like having well rounded people in our program with a variety of interests and friends.
- While it is acceptable to be involved with multiple activities it should be noted that if being a athletic training student aide is always or almost always less important than your other activities then perhaps you should evaluate if you want to stay in the program. If you do not make that evaluation then the staff AT may make it for you.
- If you would like to have a job outside of school that is OK as long as it doesn't affect your work schedule here.
 - If you need to leave practice early to get to work then you will potentially not get a day off.
 - Make sure that your employer understands your responsibilities here. If they do not want to schedule you around your athletic training student aide responsibilities and you want to keep the job then you will need to make a decision about whether or not you want to stay in the program.

School Sponsored Activities

- It is completely acceptable to play a sport or participate in another school sponsored activity such as sports, drama, cheerleading or something else.
- If you are participating in other school sponsored activities the staff AT and the coach or sponsor of the other activity will work on a schedule that is mutually beneficial for everyone involved.
- If your other activity requires you to miss too much work in the athletic training program you may need to make a decision as to which is more important to you.

Drama in the Athletic Training Room (ATR)

- We are decidedly anti-drama. You need to solve your own problems. If one of the staff AT has to solve your problems then you will NOT like the solution.
- Remember there are two sides to every story. While you make think that you are being wronged or oppressed no one else may see it that way.
- Please leave your friends, brothers, sisters, parents, etc out of the drama. No conversation that I have is more uncomfortable than with someone who is not involved in the issue and does not know both sides.
- We do not need any athletic training room lawyers. That means that I do not need any of the athletic training student aides coming to me to plead the case of another athletic training student aide or pointing out to me that I am unfairly treating someone else.

Academics

- This is the reason you are in school. You must excel in your academics. If there is no “student” then there is no “athletic training student”.
- It is the expectation of the staff AT that all athletic training student aides will do the best that they can do every six weeks. We sincerely hope that everyone in our program makes All A honor roll or at the very least A/B honor roll every six weeks.
- The Texas State Athletic Trainers’ Association has an academic all state award for seniors with a 92 or higher average.
- If an athletic training student aide fails a class for an entire six weeks period UIL rules will be followed. The athletic training student aide will still be required to work practices, but will not be allowed to travel to and be on the sidelines for any games. They can however attend the games if they wish to sit in the stands.
 - Becoming ineligible is also the first step towards removal from the program.
- If an athletic training student aide fails any class for an entire six weeks for the second time in a two year period they will be removed from the program for the remainder of the semester or the entire next semester.
 - If an athletic training student aide is removed from the program for academics they must turn in all clothing and supplies that they have been issued upon entrance into the program.
 - If an athletic training student aide is removed from the program during their suspension they must pass all of their classes for the entire suspension period or they will not be allowed back into the program.

Social Media

- Be aware that what you put on your social media can and will get you in trouble in the school building. Where and when the event happened does not matter. If it gets to our attention or the principal's attention you will have consequences.

Important Information

- Being truthful is very important. Hopefully you do not want people to lie to you so it is important to tell people the truth. Also remember that you live in Mertzon and we will probably find out if you are lying.
- Being late to practices or games is unacceptable. In our opinion showing up after a required time is unacceptable and you are, in effect, telling us that your time is more important than ours.
 - We understand that those of you that do not drive are at the mercy of your parents, but explain to them how important it is for you to be on time.
- You will be required to help on occasion with tournaments, track meets, or events over the weekend. This will not happen that often and we will notify everyone as soon as we know about the event.
- Make sure that you are in the Athletic Training Sports You group. This is how we will communicate with everyone about schedule changes and other important information.
- It is likely that either with football or your second sport that there will be practices or games will be held over school holidays such as Thanksgiving, Christmas, or Spring Break. We do not expect you to miss a family trip, but we need to know in writing about these trips as soon as they are scheduled so that we can make our work schedule accordingly.
- Confidentiality is a must. You are not allowed to discuss any injury information with anyone outside of the athletic training room. You may ask questions in order to learn about an injury, how it happened, how it is cared for, and how it is rehabilitated, but you are not to disclose any information with anyone at any time. What happens in the athletic training room, in the gym, on the field, or in the weight room, stays there.

SportsYou App

- Everyone should have the SportsYou app on their phone and be subscribed to the Athletic Training page. Important information will be posted there. When there is a new post you need to like the post. That means that you have read it and understand it. If you don't understand something, message Coach Kenzie on the app.

It is a privilege and an experience to be a part of the Irion County High School Athletic Training Program. You will get to be part of and see many exciting events in your time as an athletic training student. Take advantage of the opportunity before you. Learn as much as possible. You only have 4 years to be a part of Hornet and Lady Hornet history. You will only get as much out of this as you put into it. If, after starting, you determine that this isn't something that you want to do then that's OK. Let Coach Kenzie know and arrangements will be made. If you stay in, however, we are going to assume that you want to be involved with the program and you are willing to do what I need/ask you to do.

CONTACT INFORMATION

Makenzie Schwertner, LAT, ATC

325-835-6111 Ext. 1114 (office)

325-277-9732 (cell)

mschwertner@irion-isd.org



Irion County Sports Medicine Department
Student Aides Contract and Expectations

Print Name: _____ Grade Level: _____
Parent/Guardian Name: _____ Parent/Guardian Cell#: (____) _____ - _____
Student Email: _____ Shirt Size _____

1. This contract is an addition to the Athletic Handbook and Extracurricular code of conduct.
2. Students must have passing grades. If the Student doesn't pass for the nine weeks, they will be placed on academic probation until eligibility is regained. If a student fails (**2**) 9 weeks, then the student will be suspended from the Sports Medicine Program indefinitely.
3. Students will be respectful to all Teachers, Coaches, Athletic Trainers, athletes, and **each other**.
4. All students will be required to be at practice or games as assigned by the Athletic Trainers.
5. If a Student Aide is unable to attend games or practices he or she must notify an Athletic Trainer **24 hours prior** to scheduled event, unless there is an emergency.
6. The supervising Athletic Trainer will make all assignments for students in all Non-Football Sports.
7. Students will be required to wear: Polo shirt, Black/Khaki Pants or shorts, and tennis shoes to all Games. Practice attire will be shorts/sweats, school/sport/sports medicine t-shirt, and tennis shoes. The dress for each sport will be at the discretion of the supervising Athletic Trainer.
 - Shirts and shorts must be an appropriate length and size in order to maintain professionalism at all times when performing required tasks.
8. This contract is a **no tolerance contract**. These rules are not an option. If a student aide does not meet the expectations of this contract, the following consequences will take place:

First Offense: The student will receive a verbal and written warning to correct and demonstrate the appropriate behavior.
Second Offense: The student's parents will be called and will receive a written warning to notify of the offense. A meeting between the student, parent, and athletic trainer will take place.
Third Offense: The student may be removed from the Sports Medicine Program indefinitely.

Any questions, please call/email the Athletic Trainer

Thank you,

Makenzie Schwertner LAT, ATC

Phone: 325-835-6111 EXT. 1114

Email: Mschwertner@irion-isd.org

Student's Signature _____ **Date:** _____

Parent's Signature _____ **Date:** _____