

Texan Sports Medicine

Student Athletic Training Handbook & Guidelines



General Guidelines

- Grades! Students must maintain an average of 70 or above in on level classes and an average of 60 or above in AP/Pre-AP classes.
- Appropriate apparel should be worn at all times.
- Remember that you not only represent the Northwest High School Athletic Department, but also Northwest ISD overall. Therefore, you should always conduct yourself in a professional manner at all times.
- Athletic Training Students are required to follow all the policies and procedures of not only this handbook but also the policies and procedures of NISD Athletic Handbook and NISD Student Code of Conduct
- Discipline problems and insubordination will not be tolerated. Examples include but are not limited to horse-play and gossip.
- BE RESPONSIBLE...This means your attendance at all practices, games, and meetings held for the team you are assigned. Inform Athletic Trainers or coaches of any injuries you are aware of.
- All training room duties must be completed before you are allowed to leave. One of the Staff Athletic Trainers will dismiss you once these duties are completed.
- Take Initiative. Do your job and pick up after yourself. Make the effort to learn about sports medicine and new techniques and skills. You will get out of this program what you put into it.
- RESPECT. Respect the staff, coaches, teachers, fellow AT students and athletes. Treat others the way you would like to be treated. If you don't have anything nice to say....PLEASE, don't say anything at all.
- You will be required to ride to and from competitions on the bus. If there is a special circumstance, it must be worked out by the staff athletic trainers and coaches who are in charge of the team. Approval must be given and appropriate paperwork must be signed.
- As an athletic training student, you must only practice within your scope of capabilities. There will be proficiencies to check off for skills. When in doubt, ask staff athletic trainers for help.
- The coach is always in charge. If you are traveling without a staff athletic trainer to an event the coach has the ultimate say in the athlete's safety and participation capability.
- No athlete's injuries or conditions will be discussed outside of the training room. HIPPA guidelines require that all conditions will be kept confidential. You should not take pictures or videos of any athlete while they are receiving treatment. If you have questions about this, please have the Staff Athletic Trainers clarify for you.
- BE AWARE.... You should not be on your cell phones during practice or games unless you are contacting the staff athletic trainer or coach regarding a specific issue related to the sport.
- Be a TEAM PLAYER! Keep a light atmosphere. Conflict resolution: If there is an issue between two students, they will be brought into the office and addressed face to face.
- Perform to the best of your ability. Give us your best effort every time you step into the athletic training room or on a field/court.

Athletic Training Room Duties/Rules

- Assist Athletic Trainer/coach at all times.
- Help keep the Athletic Training Room clean at all times. This is a healthcare facility and should be treated as such. Make sure the room is properly stocked with proper supplies at all times.
- Give daily treatments under proper supervision. Never allow an athlete to give himself a treatment with any of the modalities.
- Shirts and shorts are required in the training room at all times by athletes.
- Never leave an athlete in the training room unsupervised.
- Be concerned with the overall safety of the team at all times.
- Welcome athletic trainers and coaches from visiting teams and familiarize them with the facilities.
- Check first aid kits and emergency equipment to see that they are well stocked and in orderly fashion before practice, games, and trips. KNOW THE KITS!
- Prepare athletic training equipment for all road games.
- Be responsible for having water and Gatorade ready when needed.
- Wash, dry, and fold towels or braces when needed.
- No guests are permitted in the Athletic Training Room unless authorized by a Staff Athletic Trainer.

Grade Policy

- You must maintain an overall “C” average to stay in the Student Athletic Trainer Program. You will receive a strike if your resulting grade at the six week grade check is below 70 for on level and 60 for AP or on-ramp courses.
- If you fail **THREE TOTAL** six weeks grading periods in a school calendar year, you will be expelled from the program immediately and your schedule will be changed to PE.
- UIL guidelines state that if you fail to maintain an overall “C” average you will not be able to attend in competitions. You will still be required to work your assigned practices and competitions over school breaks i.e. Christmas and Spring Breaks.
- If you fall below a “C” average, below 70, the following guidelines will be followed.

Step 1: You will be placed on academic probation. A discussion with the Staff Athletic Trainers about the grade and an overall review of your class work.

Step 2: If you fall below a “C” average for the second time during the academic school year, you will have a meeting with the Staff Athletic Trainers to review your academic performance and recommendations will be made to help resolve the problem. A phone call/email to the parent to discuss your options.

Step 3: If you drop below a “C” average or fail a class for the third time during an academic school year, you will have a meeting with the Staff Athletic Trainers regarding expulsion from the Student Athletic Trainer Program and a phone call/email will be sent to your parent and counselor.

- If you fail a six weeks while your assigned sport is in season, you will be responsible for helping the Athletic Trainers find another student to cover all of your competitions in advance.

Athletic Training Class

This class is counted as a physical education credit for the first year of being in the program. After the first year, an elective credit will be given to help with overall graduation credits.

This program is a “hands-on” learning approach and students will be taught throughout their time in the athletic training room and during practices. Your overall grade will be based on:

- Participation
- Attendance
- Attitude
- Work Ethic
- Strike System
- Alternative assignments

Missing Practices/Games

- Athletic Training Students will be required to work all practices/games/tournaments assigned to them. This could mean during school holidays and Saturdays.
- If you know in advance that you may be missing a practice and/or game, the Staff Athletic Trainers should be notified at least 24 hours in advance. You must find another student athletic trainer that will replace you for that practice/game and fill out the absence request form.
- If you miss due to illness or any other reason without your prior knowledge, it is your responsibility to call one of the Staff Athletic Trainers and notify them of your absence so that arrangements may be made to cover any responsibilities you have that day. **It is NOT the responsibility of one of your classmates to notify us of your absence.**
- You will be asked to make up any hours that you miss.
- Hours will be made up with an alternative assignment assigned by the Staff Athletic Trainers and/or by covering additional practices not previously assigned.
- If you miss practice and do not make it up and/or finish the alternative assignment, you will not be allowed to go to the game that week for your sport. Covering games with your team is a privilege.
- Athletic Training Room Phone Number: (817) 215-0247, (817) 215-0094

Dress Code

Take pride in your team and appearance. Appearance speaks loudly in professionalism. We will be professional and cohesive in our attire.

- Students are expected to be as neat and clean as possible.
- Closed Toe Shoes are required at all practices and games. Athletic shoes are preferred for comfort. No flip-flops, crocs, or slides are allowed.
- Athletic Training Students will only be allowed to wear approved clothing for practices. Shorts need to be school appropriate in length and free of holes. NO “cheer shorts”, Nike tempos, or logos other than Northwest HS will be allowed. Students assigned sports medicine shirts should wear them for every assigned practice. You will be dismissed from the practice/games if not properly dressed and will be given a strike if unable to change to appropriate clothing.
- Absolutely no tights, leggings, or jeans with holes are allowed at any time. This included traveling too and from games with the team.
- The following requirements are as follows:
 - **Game Attire-** Friday Night Football game attire consists of the athletic trainer polo, khaki pants, and tennis shoes. Sub Varsity Football game attire consists of the athletic trainer polo, khaki pants or shorts, and tennis shoes. The staff will decide what the dress colors will be prior to the games. You may wear your own jackets, however it must be Navy, Red or a letter jacket from NHS. Jeans are only allowed with Staff approval!

You may wear jeans during other sports besides football. You must wear a Northwest Athletic Training shirt if you wear jeans. Jeans must be nice with no holes.

- **2nd Sport-** Khaki or black shorts are acceptable with your game polo. Jeans with no holes may also be worn. NHS sweatshirts, and nice sweat pants and jackets are also allowed when the weather is bad.

- **Practice Attire-** You will be issued t-shirts to wear for practices. Any NHS shirt is acceptable. You may wear sweats if it is cold weather. Red/navy/grey sweats only!

- Always be prepared and dress appropriately for cold weather!
- You will turn your issued clothing in if you quit or are dismissed from the program. If you lose your uniform or it is stolen, you will be responsible for the cost of the uniform.

Letter Jackets

- Students qualify to receive letterman's jacket by:
 1. Completing two years as an athletic training student, and
 2. Working at least 1 varsity sport.
- You may volunteer to cover these if you are not assigned to a varsity sport in the spring.
- The student must receive a satisfactory evaluation from the staff athletic trainers and have maintained academic eligibility.
- Earned letter awards are purchased by the school district, the rest of the jackets and patches will be the student athletes responsibility.
- All lettering is pending the Staff Athletic Trainers approval.

Sport Assignments

(This policy is subject to change based on the number of student trainers)

- **FOOTBALL**

- **Practices-** All student trainers are required to work practice on their scheduled days. If you have to miss a practice, you must follow the guidelines for missing practices. Everyone will have specific tasks to perform during practice. You are expected to be on time and ready to work.
- **Games-** Working varsity football games is a privilege not a right. Not all student athletic trainers will work every varsity football game. If you are selected to work you are expected to be on time and work hard. Sub-varsity football games will be worked on a rotational basis. You will know well in advance if you have been selected to work one of these games. If there is a conflict you are to notify a staff athletic trainer immediately so changes to the schedule can be made.

- **Volleyball, WINTER/SPRING SPORTS** (Basketball, Soccer, Softball, Baseball, Wrestling)

- When you are assigned one of these sports you will be responsible for all practices, games, and tournaments assigned to you. This could mean during school holidays as well as Saturdays.

- **SPECIAL COVERAGE**

- Please be a TEAM PLAYER! You may be asked at times to fill in for another student athletic trainer for an upcoming event. We will make every effort to give you at least 24 hours' notice should the need arise. You may also be asked to help cover upcoming sporting events being hosted by Northwest High School such as tournaments, track meets, or playoff games. All of these will be assigned as far in advance as possible.

Quitting/ Expulsion

If a student decides to quit the program or is removed by the staff athletic trainer, the following steps should take place:

- Inform the Staff Athletic Trainers
- Discuss reasons wanting to quit/fill out form withdrawing or if expelled then a formal report will be written by staff athletic trainer and given to parents
- Turn in uniforms
- Change of schedule

If the student wants to quit the program or is expelled from the program in the middle of the semester and the administration will not allow the student to switch out of the athletic class, the student will become an athletic training manager. A manager will not be required to attend practices and games but will have specific duties to perform in the athletics class period. They will be graded on participation in activities. At semester the student will then transfer out of the class.

Disciplinary Actions

“3 Strikes, You’re Out”

If a student does not follow this handbook and/or the NISD policies and procedures, the student will be held accountable by the following actions:

3 Strike System Reprimands:

- **1st Strike-** Student will be assigned extra work shifts or cleaning duties by staff athletic trainers and formally written up.
- **2nd Strike-** Phone Call/email to the parent to discuss the student’s behavior and expectations in the program.
- **3rd Strike-** The staff athletic trainers have the right to expel the student completely from the program. Any Level IV or V Conduct Violations from the NISD student code of conduct will be an automatic expulsion from the NHS Athletic Training Program.

It is a privilege to be a part of NHS Athletics and The NHS Athletic Training Program. We select each member of the team carefully. The student must be accountable, have good conduct, and abide by all policies and procedures. Strikes will also be given at their discretion.

Possible examples of strikes but not limited to:

- Not following dress code
- Poor attitude towards athletes, fellow students, coaches
 - Example: bullying others/not being a team player
- Missing continuous practices and/or games without communicating
- Failing
- In-school Suspension (ISS)
- Inappropriate/Misuse of social media
- Not following rules in NISD Student Code of Conduct, NISD Athletic Handbook, or NHS Athletic Training Handbook

Team Captains

Each year, students of the NHS Athletic Training Program will have the opportunity to vote for four of their peers to be “Team Captains”. Their peers can nominate anyone, regardless of grade with the exception of upcoming first year students and those who have not worked 1 year of Varsity Football. Nominated students must be in good standing within the program and the Staff Athletic Trainers will have the final say who is picked for captains.

The top four names voted must read the terms and agreements encompassing the role of a “Team Captain” and accept those terms with parent/guardian approval. This position will hold the nominated students to a higher standard than the rest of their peers. Extra involvement will be expected as assigned by the Staff Athletic Trainers.

If at any time the student elected to be a Team Captain discontinues portraying the duties and responsibilities of a Team Captain, they will be asked to step down. Following, the Staff Athletic Trainers will be the ones to nominate a replacement as they see fit.



Northwest High School Athletic Training

Acknowledgement of Policies and Procedures

Student:

I, _____ understand and will abide by the policies and procedures stated in the Athletic Training Student Handbook & Guidelines. I understand if I do not abide by these policies I will be dismissed from the NHS Athletic Training Student program.

Student Signature

Grade

Date

Parent:

I, _____, as the parent or guardian of

The above mentioned student understands the demands and policies of the NHS policies and procedures manual. I agree to allow my son/daughter to be a part of the NHS Athletic Training Student program.

Parent Signature

Date