**PANTHER CREEK HIGH SCHOOL**

**SPORTS MEDICINE**

**ATHLETIC TRAINING**

**STUDENT AIDE HANDBOOK**

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**BRIAN GOODALE LAT, ATC**

**Head Athletic Trainer**

**PANTHER CREEK HIGH SCHOOL**

**SPORTS MEDICINE**

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**STUDENT AIDE HANDBOOK**

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**Mission Statement**

The Sports Medicine Program at Panther Creek High School has two primary purposes. First, is education of students interested in pursuing a career in athletic training or other related health care professions. Education of students will be accomplished by providing an educational experience that effectively combines classroom instruction and practical experiences designed to develop and improve knowledge and skills related to athletic training. Second, is to provide an adequate standard of care for student athletes. This will be accomplished in conjunction with a physician(s) to determine the student athlete’s readiness to participate in interscholastic athletics. Both education and standard of care will focus on injury prevention, recognition, evaluation, treatment, rehabilitation, and reconditioning as well as health care administration of the injured student athlete.

# Panther Creek High School Sports Medicine

**Athletic Training Student Aide Handbook**

**Professional Appearance**

**Dress Code:**

Proper attire enhances the professional appearance of an Athletic Training Student Aide (ATSA) while increasing the confidence others have in the ATSA’s ability. ATSAs are not only expected to dress professionally when they are in the athletic training room, on the practice field, or working a game; but they should also be mindful that they represent the Sports Medicine Program even when they are not working in the capacity as an ATSA. ATSAs are expected to comply with all Panther Creek High School dress code regulations while on duty. Shorts and slacks are to be worn with the waistband at waist level, additionally; shorts are not to be excessively short or tight. ATSAs should also select shoe wear functional for the athletic training duty assigned.

**Practice & Training Room:**. For practices and in the Athletic Training Room gym shorts/pants or khaki or cargo shorts are acceptable along with a panther creek shirt.

**Games:** When covering games ATSAs should wear collared (polo style) shirts with khaki or black shorts or slacks.

# Panther Creek High School Sports Medicine

**Athletic Training Student Aide Handbook**

**Conduct**

ATSAs are expected to conduct themselves in a professional manner promoting a positive image of themselves and the Panther CreekSports Medicine Program. You are first and foremost a member of the Panther Creek community and therefore are expected to exhibit good citizenship and character.

Conduct is reflected by the ATSA’s dress, how he/she performs his/her duties, how he/she communicates with staff Athletic Trainers, other ATSAs, athletes, coaches, physicians, and by the ATSA’s ability to demonstrate ethical and moral behavior particularly when he/she is in the public eye.

The Athletic Training Student Aide serves as a role model to athletes and other ATSAs with whom they have the privilege of working. The ATSA will, therefore, refrain from becoming involved in a potential dating, dating with any athlete for whom the ATSA is assigned to provide care.

Examples of misconduct include, but are not limited to, insubordination, theft, violence or threat of violence, fraternization with athletes/coaches, being under the influence of drugs or alcohol, or breach of confidentiality.

# Panther Creek High School Sports Medicine

**Athletic Training Student Aide Handbook**

**Behavior Code**

**1. Respect Professional Confidentiality** – Matters regarding an athlete’s health, medical records, or playing status are not to be repeated to anyone.

**2. Welcome Responsibility** – The ATSA represents **Panther Creek**  High School and the Sports Medicine Staff. Always act in a mature, responsible, courteous manner. Students must remember that administrators, coaches, parents and athletes see them as an extension of the Athletic Training Staff and representatives of the Sports Medicine Program.

**3. Know Your Limits** – ATSAs are only permitted to perform those duties for which they have been trained and have demonstrated proficiency. Remember, in the absence of a certified athletic trainer or other medical professional, the ATSA may seek assistance from a member of the coaching staff when determining the student athlete’s readiness to participate.

**4. Demonstrate a Desire to Learn** - Ask questions and learn from every situation.

**5. Take Initiative** – See that tasks needing to be done get done. Anticipate and complete tasks needing to be accomplished regardless if they were assigned.

**6. Identify Yourself** – Coaches and student athletes will often appreciate assistance when they know it is from an ATSA. Introduce yourself prior to the contest beginning.

**7. Practice and Develop Good Taping, First Aid, and Rehabilitation Skills** – The majority of the ATSA’s responsibilities fall under these three categories. Become recognized as highly proficient and competent in these skills.

**8. Be Dependable** – Show up on time, know responsibilities, game and practice assignments and complete them.

**9. Learn to Communicate** – Good rapport with coaches and student athletes is essential to productive interaction for the ATSA .

# Panther Creek High School Sports Medicine

**Athletic Training Student Aide Handbook**

Athletic Training Room Regulations

1. Athletes will receive care after they have been entered in on the sportsware.

2. ***Athletes are not to bring personal items*** such as ***book bags*** or ***practice/game equipment*** into the athletic training room.

3. Athletes are not to place shoes or clothing on tables or counters.

***Athletes are not to wear cleats or outdoor practice/game shoe wear*** into

the athletic training room.

5. No athlete is allowed in the athletic training room except those receiving injury care or those who have been given permission by a member of the athletic training staff.

6. Athletic training room hours and treatment times will be established and posted. You are expected to adhere to these scheduled times. The athletic training room will close 15 minutes prior to the beginning of scheduled athletic events.

7. No supplies are to be taken from the athletic training room without consent from a training staff member. Reusable items such as elastic bandages, crutches, etc., are to be returned in good repair.

8. When a treatment or rehabilitation program is suggested for you, you are

expected to cooperate and carry it out. Failure to follow the prescribed

procedures will be reported to your coach.

9. ***Written documentation*** of diagnosis, treatment schedule, and return-to-play status, as determined by your physician, ***must be presented to the athletic training staff***before the athlete returns to play or practice.

10. Athletes will refrain from abusive or inappropriate language (profanity, etc.)

and behavior.

# Panther Creek High School Sports Medicine

**Athletic Training Student Aide Handbook**

### Athletic Training Student Aide Athletic Training Room Responsibilities

1. Provide care for student athletes after they have signed in on the Daily Treatment Log.

2. Enforce all athletic training room regulations.

3. Keep the training room **neat** and **clean**. (cleaning is always needed) –disease prevention

4. Clean counters, taping, and treatment tables.

5. Restock used supplies (tape, Rehab, Bandages, etc.).

6. Return equipment/supplies to appropriate storage areas.

7. Help/Aide Athletes through their Rehabilitation/Therapy programs.

8. If you find you are not doing something ask what you can do.

# Panther Creek High School Sports Medicine

**Athletic Training Student Aide Handbook**

###### **Athletic Training Student Aide Practice Responsibilities**

1. Arrive before the athletes are scheduled to arrive.

2. Provide treatments and or tape applications (if approved by ATC) for athletes.

3. Have the athletic training kit properly stocked and at the practice site.

4. Have an adequate supply of ice, water, and Sports Medicine Kit at the practice site.

5. **Do not leave the practice site unless you first notify the coach and ATC.**

6. Clean and return all equipment to the appropriate storage areas at the conclusion of practice.

# Panther Creek High School Sports Medicine

**Athletic Training Student Aide Handbook**

#### Athletic Training Student Aide Game Responsibilities

1. Arrive before the athletes are scheduled to arrive.

2. Provide treatments and or tape applications (if approved by ATC) for athletes.

3. Greet and introduce yourself to the visiting athletic training staff personnel.

4. Have the athletic training kit properly stocked and at the game site.

5. Have all necessary emergency medical equipment at the game site.

6. Have an adequate supply of ice and water at the game site.

7. **Do not leave the game site without first notifying the ATC.**

8. Clean and return all equipment to the appropriate storage areas at game’s end.

# Panther Creek High School Sports Medicine

**Athletic Training Student Aide Handbook**

**Disciplinary Process / Corrective Action**

**Purpose:** To establish fair and appropriate guidelines for performing disciplinary measures as a means of correcting or improving job performance and/or terminating an Athletic Training Student Aide.

**Policy:**

The primary objective of any disciplinary procedure is to improve job performance, conduct, and/or attendance in an equitable and objective way.

It is the responsibility of all Athletic Training Student Aides to conform to system policies and standards of conduct, performance, and attendance.

If the Athletic Training Student Aide is not conforming in any area a corrective process or formal positive disciplinary steps may occur. The appropriate step in a given situation depends on the seriousness of the infraction and the Athletic Training Student Aide’s prior record. Although every attempt should be made to operate within these guidelines, the Head Athletic Trainer has the obligation to terminate the Athletic Training Student Aide as necessary.

Termination is a step taken when positive discipline measures have failed or when an Athletic Training Student Aide commits an offense so serious that progression through the formal levels of positive discipline is not warranted.

**Procedures:**

* The Head Athletic Trainer shall determine that performance, conduct, or attendance needs improvement.
* The Head Athletic Trainer shall determine the corrective or disciplinary steps to be taken.
* The Head Athletic Trainer shall:
* Describe the behavior or job performance that does not meet requirements.
* Describe the expected behavior or job performance.
* Explain the importance of the expected behavior and the consequences of continued below standard performance.
* Document a summary of the discussion, including an action plan for improvement.
* Observe and provide feedback to the Athletic Training Student Aide.

# Panther Creek High School Sports Medicine

**Athletic Training Student Aide Handbook**

**Disciplinary Process / Corrective Action**

* The positive discipline process includes:
* Oral Reminder
* Written Reminder
* The Athletic Training Student Aide can receive two written reminders before he/she is no longer part of the program. Three written reminders will result in termination from the **Panther Creek** High School Sports Medicine Program.

5. Termination is the last recourse.

a) The Athletic Training Student Aide will be given a written notice stating the reason for

his/her dismissal.

b)

**Selected offenses and disciplinary actions.**

|  |  |
| --- | --- |
| OFFENSE RESULTING IN: | **DISCIPLINARY ACTION** |

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| Lunch Detention | ATSA will be suspended from duty equal to the number of days assigned to lunch detention. |

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| Out-of- School Detention (OSS) | ATSA will be suspended from duty equal to the number of days assigned to OSS. |

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| **Inappropriate Dress while on duty in the Athletic Training Room, at practice, or during a game.** | **Time worked will not be validated.**  **-ATSA may be sent home for the day** |

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| **Insubordination, Disrespect or not complying with Sports Medicine policy** | **Suspension, or dismissal from the Sports Medicine Program** |

# Panther Creek High School Sports Medicine

**Athletic Training Student Aide Handbook Appendix**

PLEASE REMEMBER THAT APPROPRIATE DRESS IS A PREREQUISITE FOR HAVING YOUR CONTACT HOURS VALIDATED. LOOK PROFESSIONAL AND CONDUCT YOURSELF IN A PROFESSIONAL MANNER.

**Panther Creek** HIGH SCHOOL

SPORTS MEDICINE III/IV

PRACTICUM REQUIREMENTS

# Practicum

The practicum will be conducted under the Head Athletic Trainer's direction. Students are expected to complete a minimum of 150 contact hours toward the fulfillment of this requirement. Fifty percent of the practicum grade will be assigned according to the following scale:

A = 140-150 contact hours

B = 128-139 contact hours

C = 117-127 contact hours

D = 105-116 contact hours

F = Less than 104 contact hours

The additional 50% of the practicum grade will be determined by an evaluation which will be completed by a staff member of the team(s) for which you work and your supervising Athletic Trainer(s). (See Athletic Training Student Aide Evaluation Form attached) The practicum is designed to provide you with hands on experience as you work with selected athletic teams at **Panther Creek** High School.

Please be advised that time spent in travel to or from the game and/or practice site cannot be counted towards fulfillment of the practice requirement. Additionally, practicum hours cannot be accumulated for working with a team on which you are a member. It is also the student’s responsibility to maintain a log of contact hours completed. You have one week after time of completion to record contact hours and have them validated by the supervising staff athletic trainer.

The practicum hours should be accumulated during a single athletic season but not more than two (with ATC Permission). Regardless, all practicum hours must be accumulated and accounted for no later than May 15.

The ATSA’s grade will be determined by the number of hours they accumulate during their assigned season. All other hours are voluntary.

Panther Creek High School

**Sports Medicine**

# Athletic Training Student Aide Evaluation Form

## ***Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sport: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

#### Coach: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Instructions: Consider each factor below and rate the above named athletic training student aide’s performance by placing a check in the space provided. Your candid impressions are encouraged and appreciated. *Return the completed form in a sealed envelope with your name written across the seal.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Rate on the factors below | Unacceptable  Below 70 | Poor  70-76 | Avg.  77-84 | Good  85-92 | Excellent  93-100 |

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| --- | --- | --- | --- | --- | --- |
| **Dependability**:  Extent to which ATSA can be counted on to carry out instructions, report on time, and fulfill responsibilities. |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- |
| 2. **Attitude**:  Interest and enthusiasm shown daily with respect to ATSA expectations. |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- |
| **Adaptability**:  Extent to which student is able to perform variety of ATSA assignments. |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- |
| **Initiative**:  Extent to which student performs ATSA assignments without being told. |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- |
| **Courtesy and** **Cooperation**  Extent to which ATSA exhibits courtesy and cooperation toward others. |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 6. **Professionalism**:  Extent to which ATSA conducts self so that others respect their knowledge and skills. |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Rate on the factors below | Unacceptable  Below 70 | Poor  70-76 | Avg.  77-84 | Good  85-92 | Excellent  93-100 |

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| --- | --- | --- | --- | --- | --- |
| 7. **Personal** **Appearance**:  Extent to which student dresses in compliance with ATSA dress code. |  |  |  |  |  |

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| 8. **Perseverance**:  Extent to which ATSA pursues objectives with determination and patience until task is completed. |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- |
| **Responsibility**:  Extent to which ATSA accepts accountability for one’s own words and actions. |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- |
| **Maturity**:  Extent to which the ATSA acts in a mature manner. |  |  |  |  |  |

Evaluation Numerical Average: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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### Coach’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_

Thank you for taking a few minutes to evaluate the above mentioned athletic training student aide. Fifty percent of the student’s practicum average will be determined by this evaluation. I will review the evaluation with the student aide using it to point out strengths and weaknesses as well as areas needing improvement.

Brian Goodale

Panther Creek High School

**Sports Medicine**

# Athletic Training Student Aide Evaluation Form

## Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sport: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### Athletic Trainer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Rate on the factors below | Unacceptable  Below 60 | Poor  60-69 | Avg.  70-79 | Good  80-89 | Excellent  90-100 |

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| --- | --- | --- | --- | --- | --- |
| **Dependability**:  Extent to which student can be counted on to carry out instructions, report on time, and fulfill responsibilities. |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 2. **Attitude**:  Amount of interest and enthusiasm shown daily with respect to school and/or work. |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- |
| **Adaptability**:  Extent to which student is able to perform variety of assignments. |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- |
| **Initiative**:  Extent to which student performs assignments without being told. |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- |
| **Courtesy and**  **Cooperation:**  Extent to which student exhibits courtesy and cooperation with others. |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 6. **Professionalism**:  Extent to which student conducts self so that others respect their knowledge and skills. |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Rate on the factors below | Unacceptable  Below 70 | Poor  70-76 | Avg.  77-84 | Good  85-92 | Excellent  93-100 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 7. **Dress Code**:  Extent to which student dresses in compliance with school dress code. |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 8. **Perseverance**:  Extent to which student pursues objectives with great determination and patience until task is completed. |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Responsibility**:  Extent to which student accepts accountability for one’s own words and actions. |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- |
| **Maturity**:  Extent to which the student acts in a mature manner. |  |  |  |  |  |

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| **Skill set in Athletic Training Room** |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- |
| **Skills during practice and games** |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- |
| **Rehab Skills** |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- |
| **Taping Skills** |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- |
| **First Aid Skills** |  |  |  |  |  |

Evaluation Numerical Average: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional Comments (use back if needed): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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### Athletic Trainers Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_

# PANTHER CREEK HIGH SCHOOL

**SPORTS MEDICINE**

**Athletic Training Student Aide Agreement**

I understand that being selected as an Athletic Training Student Aide and to be a member of **Panther Creek** High School’s Sports Medicine Program is a privilege. I agree to comply with all of the expectations outlined in the “Athletic Training Student Aide Handbook”. I furthermore realize that failure to do so will result in disciplinary action and possible termination from the Panther Creek High School Sports Medicine Program.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(ATSA Candidate’s Printed Name)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

(ATSA Candidate’s Signature) (Date)

# Panther Creek High School Sports Medicine

**Athletic Training Student Aide Handbook**

Athletic Training Student Aide

Parent Permission Form

Dear Parent/Guardian,

Your child has expressed an interest in participating as an Athletic Training Student Aide (ATSA). Please review the Athletic Training Student Aide Handbook. Signing below indicates that your son/daughter has been given permission to participate. Permission is also granted to travel with a staff athletic trainer or coach to and from athletic contests as necessary. I understand that selection to participate as an Athletic Training Student Aide at **Panther Creek** High School is a privilege. I have read the “Athletic Training Student Aide Handbook”, and agree to support the expectations outlined within.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(ATSA Candidate’s Printed Name)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

(ATSA Candidate’s Signature) (Date)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

(ATSA Candidate’s Parent/Guardian Signature) (Date)