

Orange High School Sports Medicine Department



Student Assistant Handbook

Welcome to Orange High School Sports Medicine

Welcome to the Orange High School Sports Medicine Program. By entering into this program you have set yourselves apart from the normal high school student. Expectations and standards are at a much higher level than that of a normal high school student as well. This program will require more of a commitment than any other group you may be a part of at Orange High School. Part of the standards of a Sports Medicine Student Assistant include, but are not limited to, professional conduct, dress code, and ability to work with others.

This experience requires an enormous commitment and an abundant amount of dedication. Practices/games will be scheduled for times after school. Each student will be given a schedule indicated the afternoons they need to attend practices and games. This program is designed to be student oriented in that "You Will Get out of It Whatever You Put into It!" With that being said, this program can not only provide a very educational experience, but also add a very intricate part to a young adolescents' social and maturation process.

In conclusion, I again welcome you to the program. My door is always open for any of your questions, comments, and suggestions. I look forward to working with you and directing your athletic training endeavors. Please let me know if I can help you meet other educational goals outside of the sports medicine program. I am here to help you make your high school years successful and rewarding.

Emily Gaddy, MS, LAT, ATC, PES

Emily Gaddy

Orange High School Head Athletic Trainer

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Orange High School Sports Medicine Mission Statement

The Sports Medicine Program at Orange High School has the two fold purpose of educating sports medicine student assistants interested in sports medicine and providing a high standard of care for the student-athletes. Education of the students will be accomplished by providing an educational experience that effectively combines classroom instruction and practical experiences. This allows the students to maintain and improve their knowledge and skill in the area of athletic training, while preparing them for higher levels of education. An acceptable standard of care for our student-athletes will be accomplished as health care services are provided in accordance with our team physician, residency students, and physical therapist. Combining these purposes will permit sports medicine student assistants to actively and accurately participate in delivering a high standard of care to our students.

Requirements

By entering the Sports Medicine Program at Orange High School you will be expected to meet requirements to enable your participation. Part of the expectations of a Sports Medicine Student Assistant include, but are not limited to, a minimum GPA of 2.0 and being available for after school activities (practices, games, etc). Students must obtain their own transportation following practice and games. Sports Medicine Student Assistants are required to clock a minimum of 7 hours per week. Sports Medicine Student Assistants will be required to attend a minimum of 3 practices per week. If Sports Medicine Student Assistants do not meet the practice requirements they will not be allowed to participate in game day activities.

Professional Appearance and Conduct

Dress Code:

Neatness, cleanliness, and proper attire enhance the appearance of a Sports Medicine Student Assistant (SMSA) and inspire confidence in the SMSA's ability. SMSA's are not only expected to dress professionally when they are in the training room, on the practice field, or working a game, but they should also be mindful that they represent the athletic training program when they are not working in the capacity as a SMSA.

Practice & Training Room: SMSA's are expected to comply with all Orange High School dress code regulations while covering practice or working in the training room. While on duty with a team, school colors should be worn when possible. SMSA's should also wear sneakers or shoes that are functional for athletic training.

Games: When covering games, SMSA's should wear a collared (polo style) shirt or sports medicine shirt with khaki shorts or pants.

SMSA's who violate dress code will be subject to corrective measures.

Conduct:

1. SMSA's are expected to conduct themselves in a professional manner promoting a positive image.
2. Conduct is measured by the SMSA's dress, how he/she performs his/her duties, how he/she communicates with staff Athletic Trainers, other SMSAs, athletes, coaches, physicians, physical therapist and by the SMSA's ability to demonstrate ethical and moral behavior particularly when he/she is in the public eye.
3. 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.

Policy on romantic relationships with athletes:

Sports medicine student assistant shall always serve as a role model to athletes and other sports medicine student assistant with whom they have the privilege of working. If the SMSA chooses to have a romantic relationship with an athlete, they will show no public displays of affection while acting within the SMSA capacity.

Misconduct of any kind will result in disciplinary actions being taken against the SMSA.

Behavior Code

1. **Respect Professional Confidentiality-** Matters regarding an athlete's health, medical records, or status are not to be repeated to anyone.
2. **Accept Responsibility-** The SMSA represents the 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 Staff and the entire Sports Medicine Program.
3. **Know Your Limits-** SMSA's are only permitted to perform those duties in which they have trained and are cleared to do. If in doubt, do nothing and ask first! Act only under the supervision of a certified athletic trainer. SMSA's may or may not be asked for an opinion. Remember, in the absence of a certified athletic trainer or other medical professional, the coach and the athlete's parents are the higher sources of authority.
4. **Demonstrate a Desire to Learn-** Ask questions and learn from every situation.
5. **Take Initiative-** See things that need to be done, get done. Anticipate without being reminded.
6. **Identify Yourself-** When assisting athletes. Coaches will often appreciate assistance when they know it is from a SMSA.
7. **Practice and Develop Good Taping and First Aid Skills-** The majority of the SMSA's responsibilities fall under these two categories. Become recognized as highly competent in these skills.
8. **Be Dependable-** Show up on time, know responsibilities, game and practice assignments, and carry them out.
9. **Learn to Communicate-** Communication is KEY between SMSA, Athletic Trainer, Other Sports Medicine Team Members, Coaches, and Athletes. A good rapport with these individuals is essential to productively interacting as a SMSA on a daily basis.

Athletic Training Room Regulations

1. No athlete will receive care without first having their name, injury site, and the date care was administered recorded in the daily treatment/sign- in log.
2. 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.
3. Athletic training room hours and treatment times will be established and communicated to the athletes and coaches. You are expected to adhere to these scheduled times.
4. No one is allowed in the athletic training room facilities except under the supervision or with the permission of a member of the athletic training staff.
5. No supplies are to be taken from the athletic training room without consent from an athletic training staff member. Reusable items such as elastic bandages, crutches, etc., must be signed out and are to be returned in good repair.
6. When a treatment of rehabilitation program is suggested for you, you are expected to cooperate and carry it out. If you fail to follow the prescribed procedures, this information may be forwarded to your coach/parent.
7. Athletes are not to bring practice and/or game equipment into the athletic training room.
8. Athletes are not to place sneakers or cleats on tables or counters.
9. Athletes are not to wear cleats in the athletic training room.
10. Athletes must refrain from abusive or inappropriate language (profanity, etc.) and behavior.

SMSA Athletic Training Time Commitment/Attendance

1. Each student will be required to attend athletic training activities for 3 practices per week in order to attend games.
2. Each student will be required to “clock in” and “clock out” for each day of activity.
3. Remember that the student will need to be in uniform for that day of activity to be counted in their efforts.
4. Each student must arrange a ride home from practices and games.

SMSA Athletic Training Room Responsibilities

1. Provide care for student athletes as directed by supervising AT.
2. Enforce all athletic training room regulations.
3. Keep the training room neat and clean.
4. Clean counters, taping, and treatment tables.
5. Restock used supplies.
6. Return equipment/supplies to appropriate storage areas.
7. Fill whirlpool as needed. Drain and clean whirlpool when necessary.
8. Make certain the hydrocollator are filled with water.
9. Make ice bags as needed.
10. Complete all tasks as assigned by supervising AT.
11. Know your limits! Perform duties within your scope of practice.
12. Stay Positive!

Student Athletic Trainer Practice Procedure

1. Arrive before the athletes are scheduled to arrive.
2. Have the athletic training kit properly stocked and at the practice site.
3. Have an adequate supply of ice and water at the practice site.
4. Do not leave the practice site unless you first notify the athletic trainer.
5. Complete all paperwork before leaving.
6. Provide treatment for athletes.
7. Clean and return all equipment to the appropriate storage areas at the end of practice.

Student Athletic Trainer Game Procedure

1. Arrive before the athletes are scheduled to arrive.
2. Greet and introduce yourself to the visiting athletic trainer or coach.
3. Inform the athletic trainer or coach of the sports medicine services available while visiting OHS.
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. Provide treatments for the athletes.
7. Have an adequate supply of ice and water at the game site.
8. Do not leave the game site without first notifying the athletic trainer.
9. Complete all paperwork before leaving.
10. Clean and return all equipment to the appropriate storage areas at the end of the game.

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 a Sports Medicine Student Assistant (SMSA).

Policy:

1. The primary objective of any disciplinary procedure is to improve job performance, conduct, and/or attendance in a fair objective way.
2. It is the responsibility of all Sports Medicine Student Assistant to conform to system policies and standards of conduct, performance, and attendance.
3. If a Sports Medicine Student Assistant is not conforming in any area either a coaching process or formal positive disciplinary steps shall occur. The appropriate step in a given situation depends on the seriousness of the problem and the Sports Medicine Student Assistant's prior record. Although every attempt should be made to operate within these guidelines, the ATC has the obligation to terminate the Sports Medicine Student Assistant as necessary.
4. While termination is not a step in the positive discipline process, it is a step taken when positive discipline measure efforts have failed or when a Sports Medicine Student Assistant commits an offense that is so serious that progression through the formal levels of positive discipline is not warranted.

Procedures:

1. The ATC shall determine that performance, conduct, or attendance needs improvement.
2. The ATC shall determine whether coaching is appropriate or whether one of the formal corrective action steps shall be taken.
3. The ATC:
 - A) Shall describe the behavior or job performance that doesn't meet requirements.
 - B) Describe the expected behavior or job performance.
 - C) Explain the importance of the expected behavior and the consequences of continued sub-standard performance.
 - D) Document a summary of the discussion, including an action plan for improvement.
 - E) Observe and provide feedback to the Sports Medicine Student Assistant.
4. The positive discipline process includes:
 - A) Oral reminder
 - B) Written reminder
 - C) The Sports Medicine Student Assistant can receive two written reminders before he/she is no longer part of the program. Three written reminders will result in termination.
5. Termination is the last resort.
 - A) Sports Medicine Student Assistant will be given a written notice stating the reason for his/her dismissal.
 - B) Sports Medicine Student Assistant will be required to return any Athletic Training supplies, shirts, etc. that have been given to them during their time in the program.

Disciplinary Process/Corrective Action

OFFENSE	PUNISHMENT
Inappropriate Dress in the Training Room, at Practice, or at a Game	SMSA will either be sent home or not allowed to count observation hours for the day.
Failure of a Class	SMSA will be put on Academic Probation for 1 semester. Return is questionable.
C average or below in Sports Medicine Classes	SMSA will be on academic probation until grade is above C average
GPA drops below a 2.0	Student is not allowed to participate in SMSA Program. If in the program, SMSA will be on academic probation until gpa is above 2.0
6 or more days absent	Student will be placed on academic probation for 1 semester. Return is questionable if student does not appeal absences since failure of classes are likely
Breach of confidentiality	Immediate removal from the program and unable to return.
Public display of affection while working as a SMSA	SMSA will be sent home for the day and not allowed to count observation hours

Student Athletic Trainer Information Sheet

First Name: _____

Last Name: _____

Address:

Home Telephone Number: _____

Email Address: _____

Grade Level: _____

GPA: _____

Emergency Information

Name of Parent/Guardian: _____

Phone Number of Parent/Guardian: Home _____

Work _____

Cell _____

Sports Medicine Student Assistant Agreement Form

I have read the "Sports Medicine Student Assistant Handbook" and I agree to follow all of the rules and regulations that are outlined in it.

Sports Medicine Student Assistant's Name (Please PRINT)

Sports Medicine Student Assistant's Signature

Date _____

Parent Permission Form

Dear Parent/Guardian,

Your child has expressed an interest in working as a Sports Medicine Student Assistant for the _____ school year. In order for your son or daughter to become a member of this program, They need your permission for him/her to participate. Please sign the bottom of this page to give the Orange High School Sports Medicine Program permission to include your son or daughter in the program.

1. Your son/daughter will be required to cover sporting events (both home and away) and practices after school hours and evenings. It is your responsibility to provide transportation to and from home events and after away events.
2. As a Sports Medicine Student Assistant your son/daughter will have access to many of the student athletes medical records. It is essential that they maintain confidentiality. Confidentiality is both a legal and moral obligation of those individuals working in a health care setting. Any breach of confidentiality will result in disciplinary action.
3. Your son/daughter must follow the rules and regulations that are outlined in the Orange High School Sports Medicine Student Assistant Handbook pages.

Please Sign Below:

I understand and am in agreement with the above regulations as well as those outlined for my son/daughter on the following pages.

Signature of Parent/Guardian:

_____ Date: _____

Signature of Sports Medicine Student Assistant:

_____ Date: _____

Sports Medicine Student Assistant Application

Name: _____

Home Address: _____

Phone Number: _____

Overall GPA: _____

In the table below, list previous and current courses taken that are related to athletic training (Health, Anatomy/Physiology, Biology, Chemistry, CPR, First Aid, etc.)

Course	Grade	Course	Grade

List two references (teachers, employers, etc.) who could be contacted to discuss your work ethic and/or your ability to succeed.

Name _____ Phone Number _____

Name _____ Phone Number _____

On the reverse side of this application briefly (less than 300 words) discuss your professional goals. Please include how you might be an asset to the athletic training program and how your short and long term goals might be met by participation in this program.

The information provided above represents an accurate representation of my course work completed or currently in progress.

Signature _____ Date _____

Sports Medicine Student Assistant Recommendation Form

Student Applicant: _____

Reference's Name (Print): _____

Instructions: After considering each factor below, rate the above named student applicant's performance

Rate on the factors below:	Unacceptable	Poor	Fair	Good	Excellent
Dependability: Student can be counted on to follow instructions, be on time, and fulfill responsibilities.					
Attitude: Amount of interest and enthusiasm shown daily with respect to school/work.					
Adaptability: Student is able to perform variety of assignments.					
Initiative: Student performs duties without being told or shown what to do.					
Courtesy and Cooperation: Student exhibits courtesy and cooperation with others.					
Professionalism: Student conducts self so that their knowledge and skill are respected by others.					
Personal Appearance: Student dresses in professional and appropriate manner.					
Perseverance: Student pursues objectives with great determination and patience.					
Responsibility: Student accepts accountability for one's words and actions					
Maturity: Student acts in a mature manner.					

Additional comments can be written on the back of this form.

Reference's Signature: _____ Date: _____

Orange High School Sports Medicine Program SMSA Competencies

Name: _____

	SKILL	COMPETENT	DATE
1.	Athletic Training Room Cleaning		
2.	Athletic Training Room Supplies		
3.	Athletic Training Kit Supplies		
4.	Wound Management		
5.	Emergency Action Plan		
6.	Heat Conditions/Treatment		
7.	Crutch Fitting		
8.	Arch Taping		
9.	Ankle Taping		
10.	Achilles Taping		
11.	Great Toe Taping		
12.	Patella-femoral Taping		
13.	Hip Spica Wrap		
14.	Shoulder Spica		
15.	Elbow Hyperextension Taping		
16.	Wrist Flexion Support Taping		
17.	Wrist Extension Support Taping		
18.	Wrist Figure of Eight Taping		
19.	Thumb Spica Taping		
20.	Buddy Taping		
21.	Rescue Breathing-Adult, Child, Infant		
22.	CPR-Adult, Child, Infant		
23.	Splinting-Upper Extremity		
24.	Splinting-Lower Extremity		
25.	Vital Signs Check		

Orange High School Sports Medicine

SMSA Evaluation

Name: _____

Instructions: After observing your performance in the athletic training room, at practices and/or games, I have evaluated your skills in the space provided.

Rate on the factors below	Unacceptable	Poor	Fair	Good	Excellent
Dependability: Student can be counted on to carry out instructions, report on time, and fulfill responsibilities					
Attitude: Amount of interest and enthusiasm shown daily with respect to school/work.					
Adaptability: Student is able to perform variety of assignments					
Initiative: Student performs duties without waiting to be told or shown what to do.					
Courtesy and Cooperation: Student exhibits courtesy and cooperation with others.					
Professionalism: Student conducts self so that their knowledge and skill are respected by others.					
Personal Appearance: Student dresses in professional and appropriate manner.					
Perseverance: Student pursues objectives with great determination and patience.					
Responsibility: Student accepts accountability for one's words and actions.					
Maturity: Student acts in a mature manner.					

Additional comments on back of form

Athletic Trainer's Signature _____ **Date:** _____

