

Student Trainer

Handbook

2010 - 2011

**DUTIES OF THE ATHLETIC
TRAINERS**

- A. Work with all sports both boys and girls in the prevention, care, and rehabilitation of all injuries.**
- B. Keep an accurate inventory of equipment and supplies.**
- C. Prepare and submit a list of needed equipment and supplies to Athletic Director each year.**
- D. Supervise the overall operation of the Training Room.**
- E. Supervise the operation of all therapeutic modalities and see that they are used in a safe and proper manner.**
- F. Handle all insurance claims for athletic injuries.**
- G. Make it clear that all athletes must see the trainer when they are sick or injured and provide the proper medical care for them.**
- H. Assign a student trainer to be at practice sessions of the various sports and provide a trainer to travel with each team as needed.**
- I. Make an evaluation of each student trainers work habits and taping techniques.**

RESPONSIBILITIES OF THE STUDENT TRAINER

- A. Assist the Athletic Trainer or Coach at all times.**
- B. Help keep the athletic training room and accessory rooms in hygienic (clean) condition at all times.**
- C. Give daily treatments under proper supervision. Never allow an athlete to give himself/herself a treatment with any of the modalities.**
- D. Make sure there is a trainer in the Training Room at all times. Never leave an athlete in the Training Room unsupervised.**
- E. Follow all directions of the Staff Trainer concerning the prevention and care of injuries and the rehabilitation of injured athletes.**
- F. Be responsible for reporting at the announced time to all meetings, treatment and taping sessions, practices and travel departures that you are required to attend.**
- G. Maintain a satisfactory academic standing and regularly attend all classes that you are registered for.**
- H. Conduct yourself at all times in a manner becoming that of a professional trainer.**
- I. Refer all new injuries to the Staff Trainer for his evaluation and instructions in treatments to be initiated.**
- J. Do not allow athletes to dress or undress in the Training Room.**
- K. Be concerned with overall safety of the team at all times.**
- L. Welcome trainers from visiting teams and familiarize them with our facilities.**

- M. Check First Aid Kits and Emergency Equipment to see that they are well stocked and in orderly fashion for practice, games and trips.**
- N. Prepare athletic training equipment for road games.**
- O. Be responsible for having water and juice ready when needed.**
- P. Keep the Training Room properly stocked with proper supplies.**
- Q. Keep open wound first aid area and sink area neat and clean.**
- R. Wash, dry, and fold towels and wraps. Always keep them well stocked.**
- S. Keep outside area in front of Training Room clean.**
- T. Be sure that kits and other equipment are on the field every day and out of the way of the athletes.**

**GUIDELINES FOR STUDENT
TRAINER**

- A. Do not allow any type of shoe in the Training Room except in an emergency.**
- B. Instruct athletes to shower before they come in for any type of treatment or wound care after practice.**
- C. Do not use the phone in the Training Room.
(You must have Doc Bauer's or Mrs. Matocha's permission first at all times).**
- D. Make sure all tape drawers and counter items are stocked daily.**
- E. Follow Doc Bauer's instructions of how to tape from the Athletic Training Class.**

CODE OF CONDUCT FOR STUDENT TRAINERS

- A. Be honest with yourself and with others. Avoid attempting to bluff your way through situations that demand answers you do not possess. Admit your lack of knowledge. Doing so will make you seem more human and increase the athlete's respect for you.**

- B. Under no circumstances should you attempt to carry out a procedure that is a prerogative of a physician or staff trainer unless you have been given instructions to do so. Do not proceed beyond the limits of your ability.**

- C. Cooperation is a constant watchword. It is your responsibility to create a congenial relationship between yourself and the coaches, athletes, administrators, and medical personnel.**

- D. Be thorough. Administer your respective duties with attention to detail and with professional exactness.**

- E. Conduct yourself as a responsible, mature member of the community and as one who reflects professional competence and integrity. By your actions, earn the respect and confidence of those about you.**

SUGGESTED CONDUCT OF A STUDENT TRAINER

- A. Be the first person on the job and the last one to leave.**
- B. Keep the Training Room clean and neat but do not spend time housecleaning when there are players in need of attention.**
- C. Help the Staff Trainer enforce Training Room policy.**
- D. Put supplies away before going home at night. Get them out before practice.**
- E. Find things to do in slack moments.**
- F. Dress appropriately and neat. When in the Training Room wear appropriate clothes for carrying out your daily duties.**
- G. When in doubt, always ask your Staff Trainer.**
- H. Your hands are your most important tool; keep them clean.**
- I. Do not experiment with new methods until you have learned the merits and disadvantages of the old ones.**
- J. Do not play favorites. Every star and scrub should rank equally in the Training Room unless you are instructed to do differently.**
- K. Do not play practical jokes in the Training Room.**
- L. During practice, pay attention to the athletes with known injuries. Check on every player at half time during contests.**
- M. Always show up 10 minutes before schedule to ensure that you are not late.**
- N. Try to schedule appointments around practice time.**
- O. You are all part of the team, and are expected to attend all practices and games for the entire season.**

- P. Be constantly aware of the commitment it takes to do your job. Being a student trainer needs to rank very near the top of your priorities. (Being a student trainer is a privilege, not a requirement.)**
- Q Conduct yourself at all times as a mature and responsible student trainer.**
- R. If an athlete enters the Training Room and you are not busy, go meet him/her and start him/her on the proper treatment or tape him/her and get him/her out as soon as possible.**
- S. Do not go in the trainers office with out his permission.**
- T. In order to maintain good injury/treatment records, record all injuries/ treatments and other information on the forms provided so they can be filed in the appropriate place, and entered into the computer.**
- U. Wear latex gloves ANYTIME you are contacting blood, body fluids and/or non-intact skin.**

STUDENT ROLE IN ATHLETIC TRAINING AT WESTWOOD HIGH SCHOOL

As a student trainer for athletics at Westwood High School you will be expected to aid in the prevention, treatment, and rehabilitation of athletic injuries. In order for the Athletic Training Program to operate to its maximum efficiency, student trainers must work diligently, learn well, and assume all responsibility that are delegated, in a mature and responsible fashion. Westwood High School Athletic Department is counting on you to become a skilled member of its staff. Some of your work will not be glamorous and sometimes learning can mean receiving stern words from a superior. We at Westwood High School want you to always remember, we are simply trying to help you be the best possible person you can be.

BASIC TRAINING STAFF RULES AND REGULATIONS

Punctuality is of the utmost importance to our program. Times for starting work will be designated, according to the seasons, and it goes without saying, all have to adhere to these times. Depending on the events, the trainers should be available far enough in advance of a competitive event to take care of the needs of his team as well as serve as a host for the visiting team.

Work Obligation: We are depending on you to report to work at the times you have been assigned. If for any reason you cannot meet your obligation, you must call the Training Room (464-4053) or (694-8391 cell) and let Doc Bauer know as soon as possible. **Do not ever leave without checking out with Doc Bauer/Mrs. Matocha and signing out first.** You will be expected to work some holidays and weekends that the general students will have off. If you need some time off for studying or have urgent business that would keep you from reporting to work or that requires you to leave early, notify Doc Bauer/Mrs. Matocha as soon as possible. When you miss there will be make up, which will be determined by Doc Bauer and Mrs. Matocha. You will have the opportunity to do makeup work, but it must be done in a timely manner according to Doc Bauer and Mrs. Matocha.

Dress and Appearance Code: You are a professional, paramedical and should dress and act accordingly in the Training Room and in the practice areas at all times. Game shirts will be issued and should be worn for every contest. At practice, scrimmages and games you must wear the assigned shirt **tucked** in all the way at all times. It will be the responsibility of each individual to keep his/her uniform clean and presentable. The clothing issued are not to be worn to class and/or activities other than on the job. A neat, clean personal appearance while on duty in the Training Room and at athletic events is an important step in gaining the respect of athletes, coaches, and the general public. Do not neglect your responsibilities in this area. Personal grooming must likewise be neat and clean. Facial hair and haircut length should conform closely to the standards required of the athletes. Also, ear rings are not allowed for anyone involved in athletics.

Personal Qualities: At the very top of the list of desirable personal qualities is dependability. With an extensive athletic program and with the amount of work that must be done, it is essential that you can be depended on. Dependability entails several things: i.e., following directions, reporting to work on time, applying tape and bandages correctly, enforcing Training Room rules, giving treatments properly and carefully, cleaning, etc....

Friendliness, sincerity, and integrity also rank high as desirable personal qualities. You must get along with all athletes, coaches and fellow trainers. As you gain experience, you will gradually be given more responsibility and be put in a position in which resourcefulness, initiative, and good common sense may be your most valuable asset.

RELATIONSHIP OF STUDENT TRAINER TO STUDENT TRAINER

It goes without saying that in order for our staff to be productive and to achieve maximum efficiency, there can be nothing less than excellent rapport between student trainers. As you will soon learn, each member of the training staff is depending on you to do your share, otherwise, you will have caused a hardship on each of them since we must somehow take up the slack. The work must be done and we must all work together in order to do it effectively and efficiently. Petty arguments, misuse of authority, or any attitude not conducive to learning and productivity, will not be tolerated. The student trainers at the academic level of junior and senior should take it upon themselves to devote a certain percent of their time daily to instruction of the less experienced members of the staff. The greatest tool for learning is experience. Seek out the staff member with experience and soak up their knowledge. It will make you a better trainer.

RELATIONSHIP OF STUDENT TRAINER TO STUDENT ATHLETE

Treat all athletes with integrity, respect and courtesy. Combine friendliness with professionalism. You should make a sincere attempt to gain the respect and confidence of all athletes. Respect can be gained most readily by exhibiting proficiency in training room skills and a basic knowledge of athletic injuries. Expression of a sincere interest in the athlete's welfare will also help you gain their respect and cooperation. The athletes are to adhere to the rules and regulations pertaining to them in the training room or when under the direction of any staff member. Violations of these rules will be handled by the Staff Trainer in a sensible, courteous, but firm manner. Some good rules to follow concerning this area are:

1. Do not let athletes dictate to you what he/she wants done or how to do it. This includes both taping and treatments.
2. Do not discuss an athlete's injury with other athletes.
3. Be careful when talking about an injury. Be aware of what you tell an athlete. In some cases, the more they know, the more they worry.
4. You should not give special privileges to anyone.
5. Never cover up for any athlete.
6. Treat all athletes with respect.

All student trainers are reminded to be aware of professional pit-falls of socializing with athletes. This practice is discouraged. Too much familiarization with athletes in a social situation could lead to an embarrassing scene or one where the athlete calls on their "buddy" the student trainer to allow them to miss treatment or bend the rules for them. Specific problems or questions may arise in this area, and should be brought to the immediate attention of the Staff Trainer.

Class Schedule: You should be registered for 1st, 2nd, 4th, 5th, 6th, or 8th period athletic trainer. A copy of class schedules and times should be turned in to the Head Trainer on the first day of class each semester.

SPECIFIC POLICIES OF OUR DEPARTMENT

Vehicle Use: The vehicles are the property of the athletic department. They will be driven only by the staff trainer or a coach. No student trainer should take the cart at any time.

Injury Reporting: All injuries should be referred to the Staff Trainer. When you are working a sport besides football, keep your coach informed about all injuries. All injuries should be recorded on the forms that will be provided to you. Make sure you record all injuries so we will have a record in our files. In case of legal dispute, our files must be complete and accurate in order to protect ourselves and the school from lawsuit. Recording should be done as soon as possible after the injury occurs. If you have an unusual case, or a severe injury be sure to let the Staff Trainer know about it quickly.

Medication Policy: Never administer medication unless it has been cleared by the Team Physician or the Staff Trainer. Under no circumstances is anyone other than the Staff Trainer or the Team Physician to dispense medication.

On the Field: During football season, everyone will have an assignment during practice. Student trainers have tended to converge and use practice time for socializing, so we are now establishing guidelines for on the field assignments. Each Trainer should take a position or section of the field and keep a close watch on the activities occurring there. No more than two trainers will be together on the field for an extended length of time unless you are working with an injury. Be all business on the field. ***Do not sit on the field at any time.*** For a scrimmage, only the Staff Trainer and two student trainers will be allowed on the playing field. Other trainers will be on the sideline to care for those who are injured and to take care of the drinks and other details.

Training Room: Cleanliness is our keynote. Keep yourself and the training room clean at all times. If you are in the training room by yourself and have to leave for any length of time, get one of the other trainers to cover for you. Familiarize yourself with all training room policies as outlined in this book and enforce all training room rules.

Management of a Field Injury: When an injury occurs in the section of the field you are observing, go to the injured athlete as quickly as possible. Be calm, do not over-react. Do not move the athlete, especially if he is unconscious or you suspect head or neck injury. Sometimes coaches will get excited, but do not allow a coach to pressure you into moving an athlete until you are ready to do so.

Politely reassure the coach you will only be a minute or so and continue your examination. If you are unsure of the extent of the injury, call the Staff Trainer for assistance. Never get excited and lose your head, people around you will tend to get excited. You must remain calm and undisturbed in order to do your job efficiently. If you are going to retain an athlete for further examination or refer him to the training room, always notify his coach that the athlete is leaving the field. It is mandatory the coach of the injured athlete knows what the athlete's status is concerning participation after an injury. Also inform the Head Trainer of all injuries, however insignificant, that occurs in your area.

Water Breaks: During football season, the trainers are responsible for seeing that the athletes are properly rehydrated with the correct intake of water and electrolytes. We will work with the Head Coach in determining when a water break is needed, and seeing that the water break not only serves the purpose it is for, but also does not cause undue delays in the practice schedule. For this reason, the water break must be run in an organized manner and must be set up on time.

Notes on Water Breaks:

- 1. There should be enough ice and water out to insure plenty of water for each break.**
- 2. Make sure all water caddies have batteries and that they work properly.**
- 3. Make sure all ice chests, water jugs and water caddies are cleaned and dried out completely daily.**
- 4. No one is allowed to dip their hands in a water jug or ice chest. Also, they should never remove the top of a water bottle. This may spread disease.**
- 5. Have a wet towel and dry towel available at each break, so the athletes can wipe the sweat from their face.**
- 6. There should be one person per water caddy getting the caddy ready for the water break.**
- 7. Make sure your hands are clean when preparing for water breaks.**

**TRAINING EQUIPMENT TO BE TAKEN TO
EACH PRACTICE**

- 1. Jumbo black practice kit fully stocked. (especially gloves, ice bags & wraps)**
- 2. Vacuum Splints**
- 3. Towels- at least 10**
- 4. Water caddies with batteries**
- 5. Ice chests and bucket for ammonia towels.**
- 6. Cell phone**
- 7. A.E.D.**

LIST OF DAILY DUTIES FOR STUDENT TRAINERS

Tape Athletes

Give treatments and write them down

Keep warm whirlpool at 108 degrees

Keep cold whirlpool at 56 degrees

Enter treatments into the computer

Stock and organize taping tables

Stock entire counter

Clean and dry all ice chest and water coolers and put them up

Cut heel and lace pads

Wash training room towels and put them in dryer

Fold clean towels

Put towels on stools and counter

Iso-quin all stainless steel in the training room – hot hydrocollator, ice machine, and sink

Fill hot hydrocollator with ice – if below packs

Fill ice bags (10)

Fill ice cups (12)

Clean and fill up Q.D.A. Bottle

Clean behind trash cans and doors

Clean bike

Clean under and around whirlpools

Sweep the training room floor with the small and big broom

Clean baseboard

Clean and dry counter

Clean tables, top, middle shelf, and underneath

Clean whirlpools

Clean whirlpool area

Clean refrigerator (inside and out)

Clean both storeroom floors

Clean muscle stimulator and ultrasound machine and stands

Fold and put up dry hydrocollator pad covers

Scrub marks off of floor

Clean and straighten cabinets

Empty trash cans

Fill ultrasonic gel

Clean and stock your kits and fanny packs for practice and games

Clean computer center

Dust walls and pictures

Clean locker-room

Put up golf cart and put on charger

HEAT EXHAUSTION AND HEAT STROKE

SIGNS AND SYMPTOMS OF HEAT EXHAUSTION:

1. Complains of discomfort
2. Dizziness and headache
3. Nausea and vomiting
4. Dim and blurred vision
5. Irritable
6. Muscle cramps
7. Cool, clammy, sweaty skin
8. Weak and confused
9. Pulse-rapid and shallow
10. Athlete dehydrated and in shock
11. Diminished capacity to work
12. Faint-may black out

TREATMENT FOR HEAT EXHAUSTION:

1. Athlete supine-preferably in shade
2. Head low and legs elevated
3. Remove head gear and loosen all clothing-remove excess clothing
4. Massage wrists, back of neck, head, face, chest and groin area with cold towels.
5. Give cold water.

SIGNS AND SYMPTOMS OF HEAT STROKE:

1. Pounding headache
2. Skin-hot and flushed
3. Absence of sweating
4. Pulse-rapid and full
5. Breathing-rapid and noisy
6. Temperature- 106 or above
7. Patient feels hotter than usual

8. Patient may have convulsions and may go into a coma
9. Pupils-dilated
10. May hyperventilate

TREATMENT OF HEAT STROKE:

1. Undress completely
2. Put in shade or air conditioned area
3. Apply cold towels, try to lower temperature to 102
4. Immerse in a tub of cool water
5. Get EMS to transport as soon as possible.

PREVENTION OF HEAT ILLNESS

1. Acclimatization - be use to the heat
2. Do not be overweight
3. Be physically fit - in the best shape possible
4. Have a good diet
5. Sleep 8 to 10 hours a night
6. Wear light weight and light color clothing
7. Practice in cool parts of the day
8. Get plenty of water and electrolytes daily
9. Take breaks during practice sessions
10. Recognize heat problems while in their early stages.

RECOGNITION OF ATHLETIC INJURIES

I. Rationale

- A. Field Examination**
- B. Training Room Examination**

II. Decision Making

III. Injury Recognition Procedures

A. History

- 1. Past History**
- 2. Present History (how, what, when, where)**

B. Inspection

- 1. Compared to other extremity**
- 2. Major anatomical land marks**

C. Palpation

- 1. Same as inspection**

D. Functional Test

- 1. Range of Motion (passive, active & resistive)**
- 2. Stress testing**
- 3. Neurological testing**
 - a. Sensation**
 - b. Reflex**
 - c. Muscle**

GOLDEN RULES FOR STUDENT TRAINERS

1. **No student trainer will be allowed to date an athlete from the sport that he/she is working.** If this occurs the student trainer will be moved to another sport that is in season at the time. There will also be extra duty assigned for violation of rules.
2. **No student trainer will date or have a relationship with another student trainer. Experience shows this to cause problems in the Training Room and in the Training Program.** Violation of this rule will result in removal from the Training Program.
3. You will wear approved clothing for all games and practices.
4. You will work with the Staff Trainer and cooperate with his directives to insure that the Training Room and Athletic Programs run as smooth as possible.
5. Never take anything from the Training Room without Doc's permission. Also, before you give anything to an athlete check with Doc if at all possible. If not possible document what you are giving out.
6. You will always take care of your business in the classroom. You need to maintain above average grades at all times. Go the extra mile in the classroom, it will payoff in the long run.

Student Trainer/Parent Agreement Form

“I have read the student trainer handbook and agree to abide by these policies and rules. Furthermore, I understand that not following the policies and rules could result in being disciplined or possibly being removed from the program.”

Student Signature

Date

Parent Signature

Date

“I agree that my child’s name and picture may be published on the Westwood High School athletic web-sites.”

Student Signature

Date

Parent Signature

Date

