



Lone Star High School

Sports Medicine



*Student Athletic Trainer Application,
Policies and Guidelines*

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Introduction

The Lone Star High School Sports Medicine program is growing with an increasing number of teams and athletes. With these increasing numbers, it is difficult to provide quality medical coverage to every team at Lone Star High School. The Student Athletic Trainer (SAT) acts as an extension of the Athletic Trainer and assists in providing medical coverage to the athletes and teams at Lone Star. This can be a large responsibility for the SAT.

We expect the Student Athletic Trainer to be able to follow the rules and guidelines, perform first aid, wear the appropriate uniform, and to maintain good grades in the classroom. We expect the SAT to assist when necessary, and to be a good representative of Lone Star High School and the Frisco Independent School District.

The SAT will work under the direct supervision of the Licensed Athletic Trainer (LAT) on staff. He/She will assist with all day-to-day duties and activities in the athletic training room.

This handbook was designed to help develop discipline and offer guidance about the program. This handbook does not replace the Lone Star High School Student Handbook, nor is this handbook all-encompassing about the Sports Medicine program. It is the responsibility of the Student Athletic Trainer to read, comprehend, and be familiar with all the policies in the handbook.

Mission of the Sports Medicine Program

The mission of the Lone Star Sports Medicine program is to provide quality medical care to the athletes at LSHS by using the most current techniques in prevention, treatment, and rehabilitation in the sports medicine field.

This program will help students learn responsibility for their work and to be held accountable for their actions. This program will also provide a social forum for students to interact with other students and professionals in a variety of settings that will be both educational and fun.

LSHS SAT Expectations & Overview

Purpose of the LSHS Sports Medicine and Student Athletic Trainer Program:

1. To serve as an extension of the of the Sports Medicine program representing Frisco ISD and the high school campus throughout the community, state and nation.
2. To help provide care and medical coverage to the LSHS athletic teams.
3. To develop character, leadership, self-discipline, sportsmanship and individual responsibility in each student athletic trainer.
4. To produce students who excel in the classroom and in extra-curricular activities.
5. To provide educational experiences in a variety of settings with the opportunity to enhance their skills in the sports medicine field.

General Expectations of Student Athletic Trainers from FISD:

- FISD Student Athletic Trainers are first and foremost representatives of their school and community. They must exemplify behavior suitable to their position of leadership
- Participation in the extracurricular program is a privilege that carries additional expectations for acceptable conduct:
 - Organization members are expected to behave in a manner that is becoming to the individual, as well as to the organization they represent.
 - They should be aware that in or out of uniform they are representatives of the organization and the campus they attend and should act according in maintaining a higher standard of conduct. Organization members will abide by school codes of conduct both in and out of uniform, both at and away from school. Any question of appropriateness will be decided by the designated campus official and sponsor.
- Because participation is a privilege and not a right, FISD is authorized to set higher standards for participants than it would for other students. This Extracurricular Code of Conduct will be enforced with all students participating in the Sports Medicine program:

- o Regardless of whether school is in session
 - o Regardless of whether the offense occurs on or off school property or at a school-related event
 - o Regardless of whether the student is directly involved with the extracurricular activity at the time the prohibited conduct occurs
 - o Regardless of whether the extracurricular activity is in-season
 - o Regardless of where or when the conduct occurs.
- It is possible that a student who violates the Frisco ISD student code of conduct will incur consequences from both that appropriate school administrator and from his/her coach/ sponsor for the same particular violation.

In addition to the FISD Code of Conduct, members of the LSHS Sports Medicine program will also adhere to the items outlined in the LSHS Sports Medicine Constitution that follows. If expectations are not met, consequences will be assigned.

Conduct Expectations

- Members will abide by all Frisco ISD and Lone Star High School policies.
- Member will represent the Sports Medicine program, Lone Star High School, and Frisco ISD in a positive manner in and out of uniform.
- Members will be courteous and respectful to their teammates, coaches, teachers, classmates, and all school/district administrators at all times. Disrespectful/ Inappropriate behavior may include but is not limited to:
 - o excessive talking when not appropriate
 - o failure to answer “Yes/ No, Ma’am/ Sir”
 - o insubordination/ complete lack of effort
 - o eye rolling/ disrespectful tone
 - o offensive language/ gestures
 - o non-private social media settings and/or inappropriate content of social media posts
 - o other behavior deemed disrespectful by coaches/ administration
- Members will demonstrate good sportsmanship at all times.
- Members will fully participate in all practices/ performances/ events.

Including but not limited to:

- o Administer treatments under the direction of the LAT
 - o Tape athletes
 - o Administer first aid
 - o Assist with record keeping
 - o Set up sports medicine equipment for practices and events
 - o Clean and put away sports medicine equipment after practices and events
 - o Assist in loading and unloading sports medicine equipment for home and away events
 - o Assist in rehabilitation of athletes
 - o Keep the athletic training room clean at all times
 - o Learn as much as possible. Observe injury evaluations and ask questions at appropriate times
 - o Know your athletic training room. Learn the location of all equipment and supplies
- The following are guidelines that must be followed in the athletic training room:
 - o Student Athletic Trainers must check in with Staff AT on a weekly basis
 - o **Do not administer treatments**, especially those involving modalities, to anyone without permission from the Athletic Trainer or when the Staff AT is not present.
 - o Book bags and personal belonging are not to be left lying around the training room. Use the cubbies provided.
 - o SAT's are prohibited to talk to anyone about the injury status to anyone except the coach of the sports involved. No friends, press, teachers, or parents
 - o All student information in the athlete's medical file is confidential. It is against the law to read or distribute this information under any circumstance
 - o The athletic training room is not a lounge. Keep friends and athletes out unless they are getting treatment or rehab.
 - Members will refrain from public displays of affection in or out of uniform. (Including hand holding)
 - Members will refrain from using electronic devices during practice, games, and events without permission

- Members will meet all deadlines given out by coaches.
Including but not limited to:
 - Payments
 - Forms/ Tutorial Sheets/ Written Work
 - Assignment and duty schedules, including practices and games

Social Media Guidelines

This policy provides guidance for students use of social media, which should be broadly understood for purposes of this policy to include blogs, wikis, micro blogs, message boards, chat rooms, electronic newsletters, online forums, social networking sites, and other sites and services that permit users to share information with others in a contemporaneous manner. This also includes text messages, snapchats, tweets and any other form of social media. Student athletic trainers will be required to add/follow Staff athletic trainers so appropriate monitoring can be upheld.

If policy is violated by the student, the following will occur:

- 1st Offense: Verbal Warning and counseling
- 2nd Offense: Two game suspension and meeting with parents
- 3rd Offense: Immediate dismissal from program

Attendance Expectations

- Attendance to **all scheduled activities, practices, and events is mandatory.**
Including but not limited to:
 - Before school, during school, after school, weekends, holidays, any emergency practices called by the Staff Athletic Trainer are mandatory. Any type of absence may result in a demerit
 - Summer Practices - participation in football two-a-day practices is required.
- The Staff AT reserves the right to pull any member from an event due to an absence, conduct or lack of effort.
- Tutorials may be attended and are encouraged. Tutorials will not interfere

with the assigned sport practice schedule. Leaving practice early to attend tutorials may result in demerits.

- Members are expected to attend school ½ day in order to maintain eligibility for participation in an organizational activity.
- The status of an absence will be determined and disciplined by the Staff AT.

Type of Absence:

All absences regardless of the type will need to be communicated with the Staff AT's, **at least 24 hours prior** to the absence occurring, and must be reported using the absence request link found on the LSHS Sports Medicine web site. Student Athletic Trainers are responsible for making sure their assigned duties have been covered as a result of the absence. Failure to do so may result in demerits.

Excused Absences

Reasons for excused absences include:

- Personal illness or accident
- Death in the family
- Religious holidays
- Special school UIL activity with Staff AT approval

Proper documentation must be presented to the coaches the day the SAT returns. Failure to do so may result in demerits.

Unexcused Absences

Absences for reasons other than those listed above will be unexcused (includes AT class).

Unexpected & Unreported Absences

In the event of an unexpected absence the member must inform the Staff AT of the absence and the reason for the absence prior to the class/practice (email or call from parent)

The status of an absence or tardy will be determined and disciplined by the Staff AT.

Late Arrival/Early Release

Students who are eligible to have late arrival or early dismissal WILL NOT be allowed to do so during the fall semester. While you may be enrolled in the class you will be required to attend all practices according to the schedule as late arrival or early dismissal will not be a valid excuse. In the spring semester, a conference will be held between the student athletic trainer and Staff in order for guidelines to be set regarding check-in times, grades, and secondary help for the training program. Please DO NOT assume that you will be given a free 100 for a grade just because you are enrolled in the class and football season is completed.

Practice Expectations

- Attendance to all assigned sports, team activities, practices, and events is mandatory.
 - Missing practice may result in a demerit.
- Members are expected to attend practice focused and prepared for the task ahead.
- Members are expected to arrive on time and attend the entire practice until dismissed by the coach or Staff AT.
 - Morning and afternoon practices are dependent on the assigned sport.
(Additional practices added as needed)
 - The Athletic Training periods are 1st and 4th period. You are required to be enrolled in at least 1 athletic period. 10-11th grade should try to be in 4th period and 9th grade should try to be in 1st period.
- Missing more than $\frac{1}{2}$ a practice = absence
- Student Athletic Trainers may not leave practice or the practice area without permission.
- Student Athletic Trainers will be in required uniform at the required time.
- Student Athletic Trainers will have all required athletic training equipment with them.
- Student Athletic Trainers are expected to fulfill their duties without being asked.

- Student Athletic Trainers are expected to remain stay focused during all practices.
- Tutorials may be attended and are encouraged. However, if a member leaves practice early without the director's approval, demerits will be given.

Uniform Expectations

Your personal appearance and hygiene is a direct reflection of your personality and the Sports Medicine Program. You will be expected to always be within dress code and behave in a professional manner. Athletic Training is an Allied Health Profession and professional appearance and hygiene must be maintained.

As a Student Athletic Trainer you will primarily work in three settings – practices, home games and away games. Use the following guidelines to determine the proper attire for the event coverage.

- Practices
 - Pants: Sweat/Wind pants, khakis
 - Shirts: Any school issued Lone Star Sports Medicine t-shirt
 - Shorts: School issued shorts
 - Hats/Caps: Are permitted at practices and in the field house only, and must be void of any logos except that of Lone Star HS
- Home Games:
 - Pants: Khaki pants and or shorts as determined by Staff AT. (No Capris). You must be dressed alike when working together with another SAT.
 - Shirts: A navy school issued Sports Medicine shirt
 - Hats/Caps: May be worn for outside events only and must be a Lone Star High School hat/cap.
- Away games:
 - Pants: Khaki pants as determined by Staff AT. (No Capris). You must be dressed alike when working together with another SAT.
 - Shirts: A gray school issued Sports Medicine shirt
 - Hats/Caps: May be worn for outside events only and must be a Lone Star High School hat/cap.

Key points to remember:

- Student Athletic Trainers working together must always be dressed alike. Get together and decide on clothing before the event occurs.
- The Staff Athletic Trainer will make final decisions about inappropriate clothing and will make final decisions to wear pants or shorts and what color. The Staff Athletic Trainer may also decide on what shirts to wear.
- Tennis shoes are **required**; flip flops and sandals **will not** be permitted at games or practices.
- **BE PROFESSIONAL** – you are a reflection of Lone Star High School and the Sports Medicine Program.
- **Absolutely no jeans will be worn for any game or practice coverage!**

Sport and Team Assignments

Sports assignments are not based on seniority. Assignments are based on need, Athletic Trainer choice, academic eligibility, experience level, coach's request and lastly, student athletic trainer preference.

- Varsity sports will get preferential treatment as well as sports with high incidence of injury rate.
- Assigned students will cover practice and events
- You must report to the training room with adequate time to prepare for the practice or event
- You must arrive at the practice site with needed supplies at least 5 minutes before the scheduled start time
- You will not leave the practice site unless there is an emergency or you are told to do so by the Athletic Trainer
- You are responsible for introducing yourself to the visiting team's athletic trainer and providing them with assistance and needed items. This also includes checking with them after the event has finished.

- When traveling to an away site, locate the athletic training room and meet the staff and students that will be covering the event.
- You should carry current emergency contact information with you at all times.

Probation

Probation

Probation is a period designated in which the member continues to uphold all responsibilities of being a SAT member, but may not participate in events. A contract will be written and must be signed by the member, parent, and Staff AT. If the reason for probation is not corrected within the time frame established, the member is subject to dismissal.

Reasons for Probation include but are not limited to:

- Receipt of 5 accumulated demerits
- An unexcused absence (*regardless of merits earned*)
- Being assigned administrative disciplinary consequences
- Repeated Violations of Conduct Expectations
- Failing one or more classes for a grading period which causes a member to become ineligible – see academic eligibility section.

All Probation contracts will be handled on a case by case basis including the length of probation and events benched.

Academic Eligibility:

To participate in athletic training at Lone Star High School, academic standards have been set by the University Interscholastic League (UIL), the governing body of Texas High School Athletics.

- Members are expected to maintain an average of 70 and above in all classes.
- Members who fail a class during any six week grading period will become ineligible and placed on academic probation for the following three weeks. The member will still uphold all SAT responsibilities; however they will not be allowed to travel, dress out, sit with the team, or serve in a SAT capacity at events.

- After three weeks, a grade check will be completed. If the member is passing all classes, she/he may resume participation. If the member is failing a class, she/he will be placed on academic suspension for another 3 weeks.
- Any member who obtains an average of below 70 for any two grading periods during the school year may be removed from the SAT program.
- Members with a 73% or less in any class as the end of the six weeks may be assigned mandatory tutorials with that teacher.

Dismissal & Resignation

Dismissal

Dismissal involves a loss of membership from the organization. All school equipment and uniforms must be returned and all financial obligations must be cleared within one week of dismissal. Once a member has been dismissed, she/he loses all privileges of the organization. She/he will not be eligible to participate in the next year's tryout without approval from the Staff ATs and principal. In all cases of dismissal, the Staff ATs will confer with the principal of the school.

Reasons for Dismissal include but are not limited to:

- Receipt of a third probation
- Accumulation of 3 unexcused absences
- Expulsion from school
- Breaking LSHS and/or FISD Policy

Resignation

Once a member has resigned from the organization, she/he forfeits all privileges of the organization. All equipment must be turned in and financial obligations cleared at the time of resignation. He/ She will not be eligible to participate in the next year's tryout without approval from the Staff ATs and principal.

Communication Expectations

This program is based upon open communication and mutual respect among administration, teachers, coaches, SATs, and parents. These guidelines have provided a clear understanding of what expectations are placed on team

members. Clear communication between all those involved with this program will continue throughout the year to help make everyone's year enjoyable.

Communication SATs & parents should expect from the Staff ATs:

- o Expectations Staff ATs have for your SAT while a member of the Sports Medicine Program
- o Locations and times of all practices, games, and other events
- o Team practice/game and uniform requirements
- o Enforcement of consequences when expectations are not met

Communications Staff ATs should expect from SATs at appropriate times:

- o Questions on how to improve on skills and work ethic
- o Issues with teammates that he/she was unable to resolve on his/her own
- o Questions regarding consequences assigned to him/her

Communications Staff ATs should expect from parents at appropriate times:

- o Questions about your SAT's behavior and related consequences
- o Questions about ways your SAT can improve

Items not appropriate to discuss with Staff ATs:

- o Other SATs' consequences or role in the program

Procedures to follow to discuss a concern with a Staff AT:

- o Before contacting a Staff AT, Speak with your SAT about the concern.
- o Encourage your SAT to speak with the Staff AT
 - part of the team's purpose is to develop character and individual responsibility.
- o Contact a Staff AT (at an appropriate time) to set up an appointment (email is best)
 - Phone messages and emails will be returned during school hours only

Merit/Demerit System Guidelines

Purpose:

In order to be a productive and successful team, it is necessary that each team member be responsible to uphold a discipline system and code of conduct. The purpose of the merit/demerit system is to enhance our organization in a positive way by holding each team member accountable for team rules, policies and procedures. The merit/demerit system will be enforced at all times. Each team member is responsible for knowing, understanding, and following the system. Merits and demerits will start being recorded once the new team is selected.

Merit System Guidelines:

The merit system is designed to reward members for positive behavior. Opportunities to earn merits will be provided through the year by the director. A member is also encouraged to reach out to school and the community for merits. All merit opportunities must be approved by the director.

- **1 merit will cancel out 1 demerit if the merit is earned prior to receiving the demerit.**
- 1 merit earned per hour of work.
- Max of 5 merits can be earned from one source.
- Source cannot be a family member.

Demerits System Guidelines:

The demerit system is designed to hold member accountable for team rules, policies, and procedures. Demerits may be cancelled out by earning merits however the merit must be earned prior to receiving the demerit. See attached page for the demerit consequence chart.

SAT Grades:

The grade for the SAT class will also be determined by how many merits and demerits each member earns. One demerit equals one point taken off of the final six weeks grade. Example: If a member has 3 demerits, she will earn a 97 for the six weeks.

LSHS Sports Medicine – Demerit Chart

Conduct:	Number of Demerits:
Talking at inappropriate times	1
Forgetting to bring an item	1
Using cell phone at inappropriate times	1
Not cleaning up after your event	1
Failure to meet a deadline	2
Failure to follow school dress code	2
Using inappropriate language / profanity	2
Negative or Inappropriate Social Media Post	3
Visible tattoo	3
Physical displays of affection or visible signs of affection	3
Insubordination	3
Disrespectful behavior	5
Inappropriate/unladylike or ungentlemanly conduct	5
Attendance:	Number of Demerits:
Tardy to practice or event	2
Failure to communicate absence prior to it occurring	2
Late to be picked up/depart team event by 20 minutes	2
Leaving early without Staff AT's permission	3
Any Unexcused absence	5
Attire:	Number of Demerits:
Not being in the appropriate attire	1
Wearing incorrect shirt/shorts/pants	1
Unnatural hair color	3 per day
Irresponsibility in caring for uniform (includes loss)	3
Lending LSHS Sports Medicine gear to a Non-LSHS Sports Medicine Member	3
Infraction of School Rules:	Number of Demerits:
Being issued an Office Referral:	
1 st Offense	3
2 nd Offense	7
3 rd Offense	Removal from the Program
ANY INFRACTION NOT LISTED ABOVE	DIRECTOR'S DISCRETION

HSAT Expectations

- A HSAT is a **LEADER** and does not wait around for someone to tell him/her what to do. He/she takes charge and gets things going. HSATs are expected to perform HSAT duties as assigned and within assigned timeframes.
 - Including but not limited to: uniform checks, sending out information, running practices, reporting of inappropriate/disrespectful conduct of team members, inventory, training room organization and much more!
- A HSAT **LOOKS LIKE AN HSAT**. He/she follows school policies in regards to dress code, attendance, punctuality, respect and is mindful that he/she is representing the group as a leader at all times.
- A HSAT is **RECOMMENDED BY TEACHERS IN SCHOOL**. He/she goes above and beyond in the classroom.
- A HSAT has **LSHS PRIDE** and shows it. He/she will promote LSHS to others by example.
- A HSAT **SETS AN EXAMPLE WITH HIS/HER CONDUCT**. He/she knows he/she represents the team. He/she behaves like a gentleman/lady in and out of class. He/she is mindful of the situations he/she chooses to be in and decisions he/she makes.
- A HSAT is **NOT A COMPLAINER**. When he/she encounters a difficult situation, he/she presents it to the Staff ATs at the appropriate time, in a mature, face-to-face manner. He/she puts the team's needs above his/her own. He/she is able to accept the decisions of the Staff ATs even if he/she doesn't agree with them.
- A HSAT **SERVES**. He/she performs any task assigned to him/her and volunteers to help his/her team, other SATs, and coaches. He/she sees duties before they arise and takes care of them without having to be told.
- A HSAT is **THE EXAMPLE NOT THE EXCEPTION**. He/she is the first to arrive and the last to leave. He/she encourages others through words and actions on a daily basis. He/she leaves a positive mark on all he/she meets.