



**Sports Medicine**  
**Student Aide Handbook**

## Introduction

This handbook is designed to give the high school student aides of Tyler High a thorough understanding of the Athletic Training program. The intent of this handbook is to familiarize the incoming student aide with the workings of the athletic training room and the expectations of him/her. The handbook will serve as a guide throughout your entire high school career.

The student aides must read and understand the contents of this handbook. You are expected to work within the goals and policies provided herein. The success of the staff and ultimately the entire athletic program depends upon the punctuality, discipline and responsibility of the athletic training staff. We are a healthcare service group for athletics, and an organization is only as strong as the membership.

You are a student first, and then a student aide... Thus – student aide. You must learn to budget your time wisely between studies and duties. Plus to the best of our abilities, provide healthcare and first-aid to the student athletes.

Please make yourself familiar with this handbook and its contents.

## Policies and Procedures

The Athletic Training Room is a medical facility and is to be treated as such. Therefore, the following policies and procedures must be followed to ensure an organized and properly run athletic training room.

1. Athletes do not wear shoes in the athletic training room. The only exception is in the case of an emergency.
2. All student aides must wear closed toed shoes; no sandals, crocs. You must dress appropriately for practice (practice shorts and t-shirts).

3. Shorts and t-shirts must be worn at all times by athletes when being treated and taped.
4. All athletes must shower before post-practice treatment. This is to reduce contamination, infection and dirt in the athletic training room.
5. Athletes should leave all equipment outside. This helps prevent cluttering of the athletic training room, and ensures a more sanitary environment.
6. No self-service by athletes on any modality or machine. Athletes will be treated by athletic trainers only.
7. No Food or Drink in the athletic training room at any time.
8. No Profanity or Horseplay.
9. The athletic training room is not a spa, lounge, cafeteria or place to hang out. Get in, take care of business, and get out.
10. Staff Athletic Trainers' desks are off-limits unless prior permission is given, this includes the phone, and computer.
11. The bikes, stair steppers, and other rehab equipment are delicate and expensive devices. Do not sit on them, or use them without permission.
12. Keep your locker clean and in order. It must be locked at all times when you are not using it.
13. You are to be in the athletic training room, not the locker room or outside unless otherwise instructed by the staff athletic trainer(s).
14. If a physician is present, please conduct yourself in a professional manner and stay out of the way. You may ask questions at an appropriate time designated by the head athletic trainer.
15. In case of a tardy or absence from school, practice, or a game you must call the head athletic trainer before missing or being late. Arrangements have to be made for your absence. **There are no excuses for not doing this!**
16. Wear your game uniform, or other pre-approved attire, to all games assigned to you.
17. The 'Gator' is a tool, not a toy. It is off limits unless you are asked to drive during an emergency!

## Individual Goals

The goals provided below are the backbone of a successful athletic training staff. To become a successful student aide and ultimately a successful person, you are expected to take these goals to heart and live by them. Not only in the athletic training room, but also in daily life. Read, think about, and use these goals to change your personal weaknesses into strengths.

1. Develop a sound educational background from which you can further your skills, and ultimately provide a better standard of care for the athletes you work with.
2. As you enter adulthood, more and more responsibility is placed on you. Allow the athletic training program to help you develop a greater sense of responsibility both in and out of the training room.
3. Self discipline is the key to success. Discipline yourself to carry out the duties expected of you to the best of your ability. Often times, you will be asked to do things that are uninteresting or distasteful. Show your self discipline and carry out your duties with pride.
4. Prepare yourself for the future. Tomorrow will be here before you know it. Look to the future, think of what you want to accomplish in one, two, and five years from now. Set your short and long term personal goals to meet those challenges, and then find the means to accomplish each of those goals.
5. Learn to work with others. You are no longer in an “I” or “me” world. Others will depend and expect you to work with them for a common goal. Learn to give and take of yourself. Working with people will carry you a long way in life.
6. Organization is a trait of successful people. An organized person is able to face adversity and conquer the situation much better than an unorganized person. Organize, prepare and be ready to react at all times.
7. The athletic training staff is a people oriented service organization. In order to accomplish tasks as they arise, communication is key. When working within the athletic training staff, the channels of communication must remain open. Learn to communicate with others efficiently and alert appropriate individuals of your duties and responsibilities.

8. When working with others, it is important to gain the confidence and respect of those you work with. Both athletes and coaches will depend on your services. If you act responsibly and perform as expected, you will gain the respect of those you work with.

## Professionalism in Athletic Training

The Student Aide's personal qualities-

A trainer's personal qualities determine the success of the training room, not the facilities and equipment. These qualities are essential in running a first rate athletic training room, and becoming a good student aide. Good qualities in a student aide are as follows:

1. Maturity and emotional stability – The ability to get along with others and to act properly under stress and pressure.
2. Leadership – Athletic trainers must be dynamic individuals who can lead and motivate those with whom they work, as well as those they serve. They must work cooperatively with many people, being able to express their opinions and views without being dogmatic. They must accept, understand and weigh the views and opinions of others and to transform the abilities of their co-workers into an organized, harmonious whole. An egotistical attitude has no place in the athletic training room or on the field.
3. Competence and responsibility – Self confidence is a quality that athletic trainers must exhibit if they expect others to have confidence in them. Athletic trainers inspires confidence through a quiet strength – Knowing what to do, how to do it, and then doing it properly. Responsibility implies being where you should be, on time and ready to work. This includes school and athletic training, in that order. Be able to be counted on, in the classroom, and the athletic training room.
4. Good appearance – Neatness and cleanliness of person and dress should be the trademark of the student aides. Look the part!
5. Health – Good mental and physical health is an absolute for the athletic trainer. The work requires abundant energy, vitality, physical and emotional stability. The athletic trainer must also set an example for athletes by personally adhering to the rules of good health.

6. Sense of fairness – The ethics of training demand that fairness and justice is maintained at all times. Student aides cannot allow themselves to become discriminatory in their treatment. All should be treated on an equal basis.
7. Compassion and empathy – Competence must be coupled with compassion and empathy. The ability to feel a sympathetic awareness for the suffering or distress of others with a desire to help alleviate such suffering.
8. Intellectual capacity – The ability to deal with the many problems of life, including those encountered in one’s work. The ability to adapt to constant change, and keep up with the times. The student aide should have a lively intellectual curiosity both on and off the field which provides stimulation to keep learning.
9. Sense of humor – Many athletes rate having a sense of humor as the most important attribute of athletic trainers. The ability to relax around others by means of humor and wit is indeed an important asset and can release much of the tension that builds, particularly before competition.
10. Ability to separate personal life and work – What goes on in your personal life doesn’t belong in the training room. Having the ability to separate this is of the utmost importance. If you can’t get along with others in the athletic training room, it will be impossible to get along with your peers later in the profession. Don’t bring problems into the training room, we have enough of our own. If you can’t say anything nice, don’t say anything at all. And if you can’t get along with others, then stay out of the athletic training room. Don’t waste time in practice discussing your feelings about others. You should always be attentive to practice and the happenings therein. Never speak badly about any of your professional peers, it only makes you look bad, now is the best time to learn this.
11. Do not use your position as a student aide as a dating service. Please do this on your time (not during practice, games, or treatments/rehabs). Please refer to “Termination #1 and #3,” they will be enforced!

## Behavior and Dress

### Behavior

1. The student athletic trainers are expected to conduct themselves in such a manner to be a credit to those they represent; exemplifying the traditional values of honesty, good sportsmanship, courtesy, and modesty commonly associated with good citizenship. Their

language will be free from words generally considered offensive or degrading to their fellow man.

2. Information relating to medical or personal problems of athletes or coaches is regarded as privileged information; therefore, it is not to be discussed with others. Student aides are to stay out of the filing cabinet unless instructed otherwise.
3. The student aides' first loyalty is to the head athletic trainer, then to the coach, and finally the athletes.
4. Verbal obscenities, threatening remarks, and physical confrontations are to be avoided whenever possible. Should an incident occur while the student aide is on duty, it should be reported immediately to the head athletic trainer or coach. The offending student should be identified when known to the student aide. If physical force is used or threatened the proper authorities should be notified.
5. When traveling with a team, the student aides are responsible to the head coach. They will assist the coach in any way possible. They will abide by the same rules and schedule as the athletes unless they make other arrangements with the coach.

#### Personal Appearance and Dress

1. The student aides shall keep themselves as hygienically clean as possible in order to control the spread of pathogenic bacteria.
2. For safety concerns, no long fingernails will be allowed.
3. While on duty and working in the athletic training room, the student aide will wear clothing specified by the head athletic trainer.
4. Appropriate outer clothing will be worn during cold or inclement weather.
5. The student aide will wear specified pants and shirt while working all athletic events and when traveling with a team.
6. The student aides' hair should be well groomed as not to interfere with his/her performance. (i.e. hair tied back and not hanging in the face or eyes)
7. Sport specific team dress code will also be applied (i.e. hair, piercings, and apparel).

#### Termination

1. The Head Athletic Trainer may at any time for any reason terminate a student aide.
2. The "three strike" rule is in effect for all matters such as grades, unexcused absences, and excessive tardiness.
3. Any PDA (public displays of affection) at any school sponsored events will result in immediate termination.

