

## **Athletic Training Room Policies & Procedures**

### **Athletic Training Room Hours**

- A. The athletic training room will be available to all in-season athletes from 3-5:30pm.
- B. The athletic training room will be open at 2:55pm and remain open until 30 minutes after the last home game or varsity practice (usually 6:30pm at the earliest)
- C. The athletic training room is an equal access facility; athletes will be treated on a first-come first-served basis (except for emergencies). Exceptions
  - a. One athlete has a practice time earlier than another.
  - b. Athletes preparing for games are given priority over practice athletes.
  - c. Emergency situations will take precedence over all others.
- D. Emergency situations for all other sports will be communicated to the AT by the head or assistant coach, in accordance with the Emergency Action Plan protocol.
- E. The athletic training room will only be open on Saturdays for all scheduled competitions, closing 30 minutes after the competition ends.

### **Athletic Training Room Rules**

- 1. No one is to be in the athletic training room without the permission of the AT. No athletes are to be in the athletic training room without the AT or coach present.
- 2. No coaches or administrators will allow athletes into the athletic training room without direct supervision.
- 3. No equipment or supplies in the athletic training room may be utilized and/or taken from the athletic training room by any sports team, coach, or athlete without permission from the AT.
- 4. Cussing, swearing, or foul language will not be tolerated. Athletes should be respectful.
- 5. The athletic training room is a coed facility. Appropriate attire must be worn at all times.
- 6. The athletic training room is not a hangout area. Horseplay is not tolerated and athletes will be asked to leave if behavior is not respectful.
- 7. No cleats, or shoes with grass and/or mud, are to be worn in the athletic training room.
- 8. Shoes are not to be placed on the treatment tables.
- 9. All athletes must sign in before receiving ice, tape, or treatment.
- 10. No food or drinks are allowed in the athletic training room (water is ok).

### **Reporting Injuries**

- A. It is important to report all injuries to the AT. Often things that seem minor at that particular time may not be, and can lead to bigger problems, so please report injuries as soon as they happen. DO NOT wait a week or so to see somebody, this can lead to missed time at practices and events.
- B. Coaches are encouraged to call or text the AT at the time of injury so as not to delay care.
- C. Athletes who suffer an injury during a game or practice are to report to the athletic training room at the end of their game or practice for triage and treatment.
- D. Athletes who wait until the following day must report to the athletic training room as soon as possible to cut down on missed practice time.

### **Injury Treatment Policy**

- A. All new injuries must be reported to the AT as soon as possible. If an injury is not reported until practice time, the athlete is not excused from being late to practice.

- B. Treatments and rehabilitation will NOT be given during practice times unless the athlete is unable to participate and the head coach gives permission, and the treatment is feasible (due to availability).
- C. If an athlete makes a habit of not showing up for re-evaluations, treatments, etc., this information will be passed on to the coaches from the AT.

#### Taping Policy

- A. If an athlete requires taping for protection or prevention of an injury, then the athlete must perform rehabilitative exercises to strengthen the area to prevent a recurrence.
- B. Athletes who wish to be taped for games only must complete at least 3 days of rehabilitative exercises throughout the week prior to being taped.
- C. Athletes who request to be taped for reasons other than protection or prevention will be asked to bring their own tape or use a supportive brace instead.

#### Documentation

- A. Injury/Treatment Files
  - a. All injuries, and any subsequent treatment performed, must be documented using the ATS. It is important that SOAP notes are thorough and understandable so a consistent level of care can be given to the athlete. This information is confidential. Only pertinent information may be released to the current coaching staff.
- B. Coaches Reports and Injury Status Updates
  - a. Coaches can expect injury status reports and updates via email/text message from the AT. The AT will act as a liaison for the injured athlete. The athlete is not expected, or trusted, to be able to communicate medical information to the coach. The AT will contact the coach as soon as it is feasible and explain the current and future state of the injured athlete.
- C. Referrals
  - a. When the AT finds that it is necessary to refer an athlete for a follow-up evaluation, the athlete will be required to obtain clearance from that physician using the Physician Referral Form. The AT will be the only party that refers an athlete.
  - b. Athletes who decide to visit a physician without prior knowledge from the AT risk missing competition time. Therefore, it is advised that all athletes report to the AT prior to seeing a physician. Emergency situations are exempt.
  - c. Any athlete requiring a visit to a physician for head injuries must also report to the Health Office upon returning to school. The Health Office requires a physician's clearance in order to return to classes. See "Concussion Management Policy and Protocol" for more information.
- D. **Medical Clearance to Participate**
  - a. **Athletes who decide to visit a physician without prior knowledge from the AT risk missing competition time. Therefore, it is advised that all athletes report to the AT prior to seeing a physician. Emergency situations are exempt. If at any time an athlete is seen by a physician, the athlete is not cleared to participate in practice or competitions until he/she returns a medical clearance note to the certified athletic trainer releasing them for clearance to participate. Must be signed by a MD/DO.**

#### Activity Coverage

- A. All coaches are required to give the AT a minimum of 24 hours advance notification when changing the date, time, or location of a scheduled game or practice. Changes or notifications made after the specified time frame may result in limited or no coverage, depending on availability.
  - a. Practice Coverage
    - i. The AT will be on campus for most scheduled practices. The AT will either be in the athletic training room, providing treatment for those athletes who are unable to participate, or if multiple events are occurring at the same time, the AT will be located at the venue with the highest risk sport.
  - b. Game Coverage
    - i. The AT will be on-site for all scheduled home games. The AT will be located in the athletic training room or at the venue with the highest risk of injury.
  - c. Tournament Coverage
    - i. The AT will be on campus for all VGHS tournament games, however, VGHS-hosted Tournaments will only be covered by the AT with prior arrangements made by the AT, head coach, and athletic director. One week's notice is needed for arrangements to be made.
  - d. Travel Coverage
    - i. The AT only travels with varsity football for competitions. Football has the highest incident of injury and thus requires immediate on-site care from the AT. Other sports will be given a medical kit and a treatment plan for that team during travel. All teams that travel for the IHSAA post-season may request the AT to travel with them. Coverage for these events will depend on availability.
    - ii. The Athletic Trainer of the host school, or athletic trainer on scene has ultimate authority and decision making in regards to the student athlete's status and care. At no time will the Vista Grande High head Athletic trainer be communicated with for second opinion or override if they are not in attendance.

### **Environmental Considerations**

Daily monitoring of environmental conditions

- A. The protocol calls for the determination of environmental conditions at the practice/contest site using the Wet Bulb Globe Thermometer (WBGT).
- B. Media-related temperature readings (such as the Weather Channel, local radio, etc.), or even other readings in the general proximity may not yield adequate results. The readings must be made at the site.
- C. Thirty (30) minutes prior to the start of activity, environmental readings will be taken at the practice/competition site.
- D. The WBGT will indicate the level of risk for that specific site.

### **Heat**

Preventing heat illness is a team responsibility. The athlete, coach, and certified athletic trainer must all do their part to keep each athlete safe. Athletes must complete the pre-participation physical examination prior to any practice, conditioning session, weightlifting, or competition; are encouraged to attend all workouts, wear the proper clothing and equipment, hydrate their body prior to physical activity, and be aware of how they are feeling while participating in hot weather. Coaches should design their pre-season workouts to acclimatize athletes properly so that their bodies can handle the demands of performing in hot weather; are

encouraged to constantly monitor athletes during all practices, games, conditioning sessions, and weightlifting sessions. The certified athletic trainer will monitor the environmental conditions at specific venues prior to the start of practice.

WBGT Activity Guidelines and Rest Break Guidelines

Under 82.0.....Normal Activities-Provide at least three separate rest breaks each during the workout.

82.0-86.9.....Use discretion for intense or prolonged exercise; watch at-risk players carefully. Provide at least three separate rest breaks each hour with a minimum duration of 4 minutes each.

87.0-89.9.....Maximum practice time is 2 hours. For Football: players are restricted to helmet, shoulder pads, and shorts during practice, and all protective equipment must be removed during conditioning activities. If the WBGT rises to this level during practice, players may continue to work out wearing football pants without changing to shorts. For all sports: Provide at least four separate rest breaks each hour with a minimum duration of 4 minutes each.

90.0-92.0.....Maximum practice time is 1 hour. For Football: no protective equipment may be worn during practice, and there may be no conditioning activities. For all sports: There must be 20 minutes of rest breaks distributed throughout the hour of practice.

Over 92.1.....No outdoor workouts. Delay practice until a cooler WBGT level is reached.

**Cold**

Cold environments can cause injury as well. In contrast to heat illnesses, prolonged exposure to moderate or extreme cold temperatures combined with the wind chill factor, can cause severe and permanent tissue damage. Cold injuries can range from frost nip to three different varieties of frostbite. These are chilblains (swelling, redness, tingling, stinging sensation in fingers and toes), superficial frostbite (skin appears hard, pale, and waxy to the touch), and deep frostbite (this is an extreme medical emergency, permanent tissue damage is possible, victim may exhibit signs similar to chilblain and superficial frostbite).

Athletes should do the following when there are cold conditions:

- A. Cover the head, neck, and hands
- B. Dress in dry layers that can be discarded as the athlete's body temperature increases.
- C. Athletes are encouraged to consume fluids during activity. Dehydration can still occur in cold temperatures.
- D. Athletes are discouraged to warm liquids can increase the perspiration level even in cold temperatures. This also increases the possibility of dehydration and frostbite.
- E. Athletes are discouraged from activity during freezing rain or snowfall. Doing so could intensify cold related injuries.

Cold weather is defined as any temperature that can negatively affect the body's regulatory system. These do not have to be freezing temperatures. The following temperature guidelines have been established for Vista Grande High School Athletic Department practices.

40° F-30° F (Feels like)-Cold Weather Caution: No modification of practice, but a warning will be given to coaches and athletes-Coaches and AT emphasizing the importance of following UIL Cold Weather Illness Recommendations. – Watching those “high risk” athletes.

30°F-21°F (Feels Like)- Cold Weather Warning: There may be a modified outside participation of 45 minutes. – warm-up to be started indoors (stretching, etc.) to not take away from 45 minutes. – a practice that keeps individuals moving, try to avoid working up a big sweat in the first 20 minutes,

having them be wet and then sit around watching. – wearing a hat that covers the ears, and some sort of gloves to cover the hands are required. – Keeping a very close eye on those “high risk” athletes – If available, a cool-down indoors.

19°F and below (Feels Like)-Cold Weather Termination: there will be a termination of outside practices.