

# Arlington Athletic Training Facility Procedures

## 1. Athletic Training Facility Hours

- a. The athletic training facility will be available to all in-season athletes Monday-Friday from 12pm-7pm or until all in-season athletic events have concluded. All off-season athletes may be seen during non-peak hours for evaluation *only*. Due to the number of in-season athletes, evaluations for off-season athletes are not always guaranteed the day of first arrival.
  - i. In-season athlete: An athlete is considered in-season beginning three weeks prior to the first possible schedule contest.
  - ii. Off-season athlete: All off-season injuries may be evaluated (pending availability) and referred to the RMC Sports Clinic/Health Office for care. The athlete should make an appointment with their primary care physician for further evaluation and treatment.
- b. The athletic training facility will open at 1:15pm and remain open until 30 minutes after the last home game or varsity practice, (usually 7pm).
  - i. From 1:15-3:15pm the primary focus will be on practice/game preparation (taping, heat, stretch, etc.).
    1. The athletic training facility is an equal access facility; athletes will be treated on a first-come first-served basis (except for emergencies).
      - a. Athletes preparing for games are given priority over athletes preparing for practice.
      - b. Emergency situations will take precedence over all others.**
    - ii. From 3:15-6:30pm, the AT will be located at the football field (Monday-Thursday during the fall season only), or at any home game venue (based on level of risk).
      1. **Emergency situations for all other sports will be communicated to the AT by the head or assistant coach, in accordance with the AHS Emergency Action Plan protocol.**
- c. The ATF will only be open on Saturdays for all scheduled competitions, closing 15 minutes after ending.

## 2. Athletic Training Facility Rules

- a. Show respect- saying please and thank you go a long way.
- b. No one is allowed in the facility without the AT present.
- c. Athletes should be respectful at all times- foul language will not be tolerated.
- d. Appropriate attire must be worn at all times while in the facility- shirts must always be worn.
- e. The facility is not a hangout area-if you engage in horseplay/yelling/being loud will be asked to leave.
- f. Cleats/muddy shoes are not allowed in the facility- shoes are not to be placed on the treatment tables.
- g. ATF is a co-ed environment, athletes must dress appropriately at all times (must wear shirts and shorts/pants while in the facility).
- h. All athletes must sign in.
- i. No food/drinks are allowed in the facility.
- j. No cell phones (You will be asked to leave the facility if you are texting/on social media).
- k. Equipment or supplies in the facility may not be utilized or taken by any sports team, coach, or athlete without permission from the AT.

## 3. 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.
- b. Coaches are encouraged to call/text the AT at *time of injury* so care is not delayed.
- c. Athletes who suffer an injury during a game or practice are to report to the athletic training facility at the end of their game or practice for triage and treatment. Do not send athletes alone.
- d. Athletes who wait until the following day must report to the athletic training facility at the beginning of sixth period/practice for evaluation and treatment. This cuts down on missed practice time.

#### 4. 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.

#### 5. Guidelines For Use of the Athletic Training Facility

- a. Athletes must sign in on the *Sign-In Sheet* before receiving any form of treatment.
- b. Athletes will place their belongings in the locker room, outside of the athletic training facility or under the treatment tables

#### 6. 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 reoccurrence.
- b. Athletes who wish to be taped for games only must complete at least 2 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.

#### 7. Documentation

##### a. Injury/Treatment Files

- i. All injuries, and any subsequent treatment performed, must be documented using SportsWare. 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.
- ii. Any athletic injury that is severe enough to warrant the *Emergency Action Plan* protocol to be administered, or a referral to a physician, or a time-loss greater than two days will be communicated with the Health Office. A RUSD **Accident Report** will be completed by either the AT or coach in attendance and submitted to the athletics' secretary.

##### b. Coaches Reports and Injury Status Updates

- i. 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, including: participation status and limitations, game status, recovery time, and rehab notes.

##### c. Referrals

- i. 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.
- ii. 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.
- iii. Any athlete requiring a visit to a physician for head injuries must also report to the AT/Health Office/Athletics' 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 from MD or DO

- i. 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. The preferred method is the **Physician Referral Form**.
  1. **Per CIF bylaw 503 clearance to participate only valid if completed by a licensed healthcare practitioner, defined as a medical doctor or doctor of osteopathy (MD/DO). No other healthcare practitioner may clear an athlete for participation.**
- ii. Medical clearances will not be accepted by physical therapists (PT, DPT, MPT, etc.), chiropractors (DC), or other licensed healthcare practitioners.