



CORONA DEL SOL



Objective of CDS Sports Medicine Student Program

The Corona del Sol Sports Medicine Club is for those students who have an interest in sports medicine and/or an interest in the health care field. This program was designed to create an environment where students can observe and experience the field of Sports Medicine. **Sports Medicine Student Aides** will gain valuable knowledge of first aid, taping/wrapping, stretching, anatomy, nutrition, rehabilitation of injuries, and modalities. The goal of the program is to prepare our student aides for future education and professional responsibility.

This club starts in late July and continues through the school year until May. Student aides are expected to be available Monday through Friday (and some Saturdays). The students' peak hours are from 2:30pm – 7:30pm with some night events that last longer.

Expectations of the Sports Medicine Student Aide

A student wishing to be a part of this program must read through this handbook and sign the commitment along with a parent or guardian.

- Student aides are expected to commit to 4 days per week after school. This must include at least one scheduled competition (exceptions may apply due to class schedules). Saturdays are expected at least twice each month (as 1 of the 4 days/week). A signup calendar is located on the student board in the athletic training room and schedules must be made at least one week in advance by the student aides on a first come first serve basis.
- Once monthly, mandatory meetings will be held for skills proficiencies as well as education. This time will also be used for other necessary business (and most likely will include tasty treats.)
- Student aides are expected to be on time after school on days committed, ten minutes after the bell, and will be dressed appropriately (see dress code policy) and ready to work in a professional manner. Student aides must stay until the end of practice or the end of a game to which they have committed themselves. If a game lasts later than expected, the student aide may be dismissed early, with permission from the on-site Athletic Trainer.
- If a student is going to miss a commitment, they must call the certified athletic trainer before 1:00pm (6:00am on Saturdays). The student must commit to an additional practice within one week. If no call is made, the student is unexcused and must commit to 2 additional practices within the week.
- Academics will always come first. If a student aide is unable to maintain a minimum C grade in all classes, the student aide will be dismissed from athletic training for three weeks or until grades are improved.
- A student aide will be excused from Sports Medicine Club commitment if they are an in-season athlete. During this time, the student will not be acting as a student aide and if they are in the athletic training room for personal reasons, they are not allowed to perform any athletic training responsibilities.

- Student aides take part in the daily and weekly responsibilities and check them off the list on the student board.
- Student aides will complete the proficiencies included later in this handbook. Student aides will only be allowed to practice these skills on athletes once they have been approved by the certified athletic trainer.
- It is imperative that all treatment logs and injury reports are thorough and kept up to date. Occasionally, an ATC will oversee treatment performed by a student aide and the student aide may complete the record entry. Student aides are not to modify any athlete's treatment or rehab or do an initial evaluation on an athlete without a certified athletic trainer's permission, instruction, AND this may only be done once the record keeping skill has been completed in the proficiencies packet.
- Student aides will abide by and enforce all Athletic Training Room rules and behave in a professional manner. Remember, you are representing the entire Corona del Sol High School Sports Medicine department.

CONDUCT AND ETHICS

1. The Sports Medicine Student Aides MUST be prepared for changeable weather conditions (hot, cold, rain, and wind). Proper outdoor attire is a necessity:
 - a. The student aide must dress comfortably and appropriately. You must wear clothes that you can move around in and that protect you in the elements.
 - b. Wear a comfortable shoe with tread. Sneakers are fine. Open-toed shoes are not allowed due to safety issues.
 - c. You should have a coat and/or jacket that protects from wind/rain/cold. Gloves and hat too, when necessary.
 - d. It is important to know the weather forecast when covering outdoor activities.
2. The student aide's willingness to accept responsibilities and carry through to completion; the way s/he acts in the absence of the certified athletic trainer; the way s/he performs these duties, which may not always be popular; his/her appearance and language are all qualities that can make your experience and club a positive, successful, and rewarding one.
3. The time commitments as part of the Sports Medicine Club can range from 10-20 hours a week, depending on the season. During the time you have committed to, student aides are serving and assisting athletic trainers, coaches, and student-athletes. This time is not to be used to hang out with friends. Students not in the sports medicine club or who are not in-season athletes should not be at practices, on the game sidelines, or in the athletic training room.
4. Athletic training is an integral part of sports medicine. The certified athletic trainer works with and receives direction from the team physician. The student aide works with and receives direction from the certified athletic trainer.
5. It is crucial that you recognize your limitations and DO NOT attempt to provide care that you are not qualified to do. The student aide should give only those treatments s/he has been instructed to give. Do not give into pressure from coaches or athletes to do otherwise. Doing so can lead to suspension of duties or dismissal from the program.



6. The student aide also must be able to handle seeing people who are injured and bleeding/vomiting. You may be asked to help with bleeding athletes and with blood/bodily fluid clean-up. You have the right to speak up if you're uncomfortable doing something that was asked of you.
7. As a student aide, you are part of the team with which you are working. You represent not only yourself, but also the team, the school, and the Sports Medicine Club. Negative actions and words towards players, coaches, and officials will not be tolerated.
8. The student aides can be a vital part of the athletic program. You can learn a great deal that will be helpful to you in your future. If you feel uncomfortable with your responsibilities, speak to the certified athletic trainer. If you have any complaints, ideas, or suggestions, do not hesitate to bring them to the certified athletic trainer's attention. This is your club. You can help design it, build it, and pass it on.

Dress Code/Appearance for Student Aides

As a student aide, you are representing the entire Corona del Sol Sports Medicine department, Corona del Sol Athletic Department and our team physicians. It is important to be professional and this includes your attire.

- In order to identify yourself as a student aide, you need to wear a CDS Sports Medicine T-shirt whenever acting as a student aide. If you do not have your t-shirt on when you enter the door, you will not be allowed to act as a student aide.
- Absolutely no skirts or dresses.
- No flip flops or high heels. MUST wear closed toe shoes. You need to be able to run.
- Hair needs to be kept neat and pulled back in a functional manner.
- No tank tops (you should be wearing your t-shirt anyway).
- No ripped jeans or khakis.
- For competitions, khaki pants or shorts should be worn. Weather appropriate clothing will be allowed.
- No short shorts. If you think they might be too short, they are.
- Finger nails need to be kept neat, clean and no longer than the tip of your finger.
- No dangly jewelry that can get caught or in the way.

Other guidelines for professional behavior

- No use of cell phones in the athletic training room or on the field. Pay attention.
- Address physicians, coaches, athletic directors, and officials respectfully. No first names.
- Keep the gossip to a minimum.
- All medical information is confidential and may not be discussed with anyone outside of the sports medicine staff under any circumstances.*

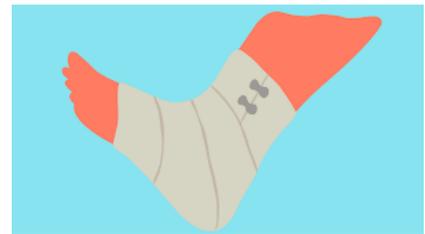


STUDENT ATHLETIC TRAINER DUTIES

GENERAL DUTIES

1. Athletic Training Room

- a. Arrive after school and be sure the following are in order:
 - i. Sufficient tapes of all sizes are available and ready for use.
 - ii. All containers are full and ready for use.
 - iii. Medical kits are full and ready to be taken to the field. Use checklist if necessary.
 - iv. Prepare ice and water coolers to be taken to the field.
 - v. Hydrocollator unit has sufficient water.
 - vi. All clean laundry is folded in its proper place.
- b. Pre-practice care of athletes:
 - i. Apply only the wraps, dressings, bandages, protective pads, and taping you are qualified to apply.
 - ii. Do not permit crowding at tables. Take each athlete in their proper order. If crowd becomes too large, ask some to wait in the line outside the door.
 - iii. Be sure the injury treatment record is filled in for any care given.
- c. Conduct in the athletic training room during practice:
 - i. Put the room in order after the last athlete has left. Clean tables and restock supplies.
 - ii. Provide treatments only when directed by head athletic trainer. You should be supervised under the direction of the certified athletic trainer to supply ice massages, moist heat packs, whirlpools, ice packs, and contrast baths.
 - iii. If there are no athletes to treat, use this time wisely. Be practicing procedures on each other or reading related material. You may study your class work once training room duties are completed.
 - iv. Be prepared to care for any athlete who is brought in for first aid.



2. Practices

- a. Practice conduct:
 - i. Take kit, ice, and water to the field before practice begins. Injuries can occur in the first minute of practice.
 - ii. Station yourself and your equipment so you are near the action and can be easily spotted, if needed.
 - iii. Do not turn your back to the practice area to talk. Keep alert at all times.
 - iv. Assist in water breaks.
 - v. Care for injured players and escort them to the athletic training room if necessary.
- b. Post practice training room conducts:
 - i. Be sure all injured athletes are cared for before leaving.
 - ii. Make a list of supplies needed for the next day, which are out of stock.
 - iii. Clean tables. Generally, put the room in order before you leave.
 - iv. Be sure all dirty wraps and towels are in the laundry bin.

3. Contests

- a. Pre contest conduct (home)
 - i. Dress appropriately
 - ii. Help with the pregame taping at the appointed time. Be dressed and ready to work on time.
 - iii. Go over pregame checklist. Be sure all necessary items are on the field well before the start of the game.
- b. Pre contest conduct (away-you will have the opportunity to travel with teams):
 - i. Be on time and dressed appropriately.
 - ii. Be sure to complete the away game checklist before leaving.
 - iii. Ride with the players. You are a part of the team.
 - iv. Find the home athletic trainer, introduce yourself as the high school student athletic trainer, and that you are able to help with any injuries that may occur to your athletes.
- c. Contest conduct (home or away)
 - i. During the game, stay close to your equipment. Pay close attention to what is going on. Never turn your back to the field. This is also for your safety (especially at football games). Student aides need not accompany the head athletic trainer on the field to examine an injured athlete.
 - ii. Stand ready to bring needed equipment onto the field.
 - iii. Always carry scissors, gauze, gloves, and tape in your pocket (or fanny pack).
 - iv. Be prepared to assist the head athletic trainer or coaches with caring for injuries.
 - v. Assist with giving water and ice to those on the bench during the game.
 - vi. During halftime, assist with water and ice needs.
- d. Post-game conduct:
 - i. Be sure all equipment is returned to the athletic training room.
 - ii. Assist players in removing tape, dressings, wraps, and bandages.
 - iii. Prepare and give out ice bags.
 - iv. Put the room in order before you leave.

Supplies and Med Kits

Part of the responsibility of the student aides is to help maintain fully stocked taping drawers and help with distributing travel med kits for each team. This is intended to help familiarize students with the different types of medical supplies used in the athletic training room. Each student will also have a small kit of their own to carry on the field and it is their responsibility to keep this stocked. A certified athletic trainer will go over these supplies with all students at the beginning of the year. Students may use this list as a guide.

TAPING DRAWERS

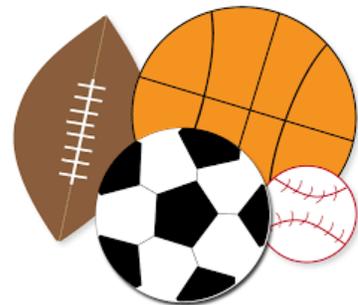
- 1 ½" linen tape
- 2" stretch tape
- 2" Powerflex
- 3" Elastikon
- Tape adherent
- Heel and lace pads
- Pre-wrap
- Scissors

TRAVEL MED KITS

- Gloves
- Gauze & non-adherent pads
- Bandaid assortment
- Antibiotic
- Pre-wrap
- 1 ½" linen tape
- 2 or 3" stretch tape
- Noseplugs
- Purel or alcohol sanitizing wipes
- Small ace wrap

PERSONAL KIT

- Gloves
- Gauze & non-adherent pads
- Bandaid assortment
- Antibiotic
- Hydrogen peroxide
- Noseplugs
- Scissors
- Cotton tipped applicators
- 1 ½" linen tape
- 2 or 3" stretch tape
- Pre-wrap
- Ice bags (handy for multiple uses)
- Medium sized Ace wrap
- Purel or alcohol sanitizing wipes



Daily Athletic Training Room Responsibilities

Part of making sure our athletes are healthy is maintaining a clean and organized athletic training room. The following needs to be done or checked at the end of every day. A checklist will be kept on the student board in the Athletic Training Room.

- Make sure rehab equipment is put away neatly and organized.
- Wipe down treatment tables and surfaces with antibacterial/antiviral solution.
- Empty any coolers that were used and set them upside down on the whirlpool table to dry.
- Rinse well and wipe out with soap any coolers that were used for anything other than water and clean the outsides if muddy or sticky.
- Soak any used water bottles and caps in the sink with warm water and 10% bleach or soap.
- Empty and plug in the battery operated water boys if used that day.
- Empty ice bath if necessary.
- Restock taping drawers and bandage jars as necessary.
- Add water to the hydrocollater as necessary.
- Make heel and lace pads as necessary. Recruit a helper; it'll go a lot faster.
- Make ice cups as necessary.
- Alert a certified athletic trainer if you notice anything that needs repair or if there is a large item that needs to be restocked.

General Athletic Training Room Rules

As a Student Aide, one of your responsibilities is to enforce Athletic Training Room procedures and rules. You also need to follow them.

- Sign in upon entrance. No treatment or evaluation will be provided until you have signed in. This includes self-serve ice and ice bath.
- No tape or treatment will be provided for existing injuries unless you have been working with a certified athletic trainer. (Some exceptions apply).
- No cleats or spikes inside.
- Leave your bags and equipment at the door, out of the way.
- Ask for equipment and supplies, don't just take things.
- There is limited space in this room. If you are just socializing, take it outside.
- Respect your athletic trainers and respect your peers.
- The use of this room and its services are a privilege. Clean up after yourself or your privilege will be revoked.
- Office area is for certified staff use only. No student use of computers.
- No athletes may drive or ride in the golf cart unless injured.

Proficiencies

Each student aide will be continually challenged with new skills and responsibility. Students will only be allowed to practice these skills on our athletes once they have completed an acceptable amount of practice and displayed knowledge of the skills objective and safety standards. This will be approved by a certified athletic trainer. Following is a list of the skills to be completed at each student's pace. Each skill will be detailed and outlined in a separate document.

Wound care and blood procedures

Blister taping

Buddy taping

Compression wrap with horseshoe for acute ankle sprains

Compression wrapping for strains, quadriceps, hamstring, gastrocnemius/soleus

Arch taping, simple

Turf toe taping

Wrist taping for sprains

Thumb spica

Shoulder spica

Ankle sprain

Achilles tendonitis

Application of ice bag

Application and set up for heat pack

Set up and procedure for ice bath

Application and set up for electric stimulation

Application and set up for ultrasound

Daily treatment log entry



Letter to Parents

Dear Parent or guardian,

We are excited to have your son or daughter as a member of our Sports Medicine Club. We feel this is a great opportunity for students to gain exposure to a professional health care setting while creating new friendships and having fun.

It is important to us that you are aware of all that your son or daughter will be involved in as a part of this club both because we want you to know what a great opportunity it is and because of the after school and sometimes late night commitments. It also includes one or two students to travel with the team to an away event if they choose to and they have your permission. This will be addressed when those opportunities arise. School vehicles will be driven to these events and the students will always be under a coach’s or athletic trainer’s direct supervision.

Please read through this handbook with your son or daughter and if you have any questions, don’t hesitate to call us (480-752-8865). Once you are aware of all that is involved in this program, please sign below and return to Renee Williams.

Thank you. We are looking forward to a great year.

Renee Williams, ATC
Corona del Sol Sports Medicine

Parent Consent Form

I have read the student handbook and give permission for _____ to participate in the Sports Medicine Club at Corona del Sol High School. I understand the responsibilities of my son/daughter as a member of the Sports Medicine Club. I also understand that disciplinary actions can be taken if these rules and regulations are violated.

Parent signature _____ Date _____

I have read the student handbook and will abide by all the guidelines, doing my best to complete the requirements but always recognizing that academics are most important. I recognize the importance of teamwork and will do my part, keeping a positive attitude and always having fun. I also understand that disciplinary action can be taken against me if these rules and regulations are violated.

Student signature _____ Date _____

**Corona del Sol Sports Medicine Student Cub
Application**

Name: _____

Date: _____

Age: _____ Date of Birth: _____

Current Grade: _____

Grade average: _____

Home Phone Number: _____

Cell Number: _____

Email address: _____

Father's Name: _____

Father's Ph Number: _____

Mother's Name: _____

Mother's Ph Number: _____

Current Class Schedule:

Class Period	Class	Teacher
0		
1		
2		
3		
4		
5		
6		
7		

Please Answer All of the Following Questions

What other extracurricular activities are you involved in and when are they conducted?

Why would you like to be a Sports Medicine Student Aide at Corona del Sol?

Does Sports Medicine interest you as a profession after you graduate from high school?

Would you be able to attend after school, weekend, and holiday practices?

HOW DO YOU RATE YOURSELF ON THESE QUALITIES?

QUALITY	OUTSTANDING	ABOVE AVERAGE	AVERAGE	NEEDS IMPROVEMENT
Attendance				
Honesty				
Dependability				
Initiative				
Maturity				
Independence				
Self-motivation				
Academics				

IF YOU ARE INTERESTED IN THE SPORTS MEDICINE PROGRAM, PLEASE FILL OUT THIS APPLICATION AND TURN IT IN WITH 2 LETTERS OF RECOMMENDATION (ONE MUST BE FROM A TEACHER/COACH)