



GREGORY-PORTLAND ATHLETIC TRAINING STUDENT TRAINER HANDBOOK

OVERVIEW:

The field of Athletic Training can be very rewarding; however, it can also be very challenging. It will require hard work, dedication, team work and self-discipline. The hours may be long and sometimes stressful when you are trying to satisfy the many requests made of you. Our goal is to provide medical coverage to the student athletes of G-PISD. It is also our aim to offer to our Student Trainer's a program that will teach the prevention, evaluation, treatment and rehabilitation of sports-related injuries to further their knowledge.

YOUR FUTURE:

Only you limit your future. Even if you do not go to a college/university, you will learn valuable information about sports injuries, working with others, following directions, responsibilities, time management, communication and commitment.

GOALS:

- ❏ Maintain academic excellences
- ❏ Learn as much first aid and athletic training information as you can while in the program
- ❏ Become a leader amongst your peers in the program, school, community

WORK SCHEDULE AND HOURS:

Being a Student Trainer is a *huge time commitment*. It is very important that you know the times you are to work. You need to report to the training room/your assignment as quickly as possible, **DRESSED APPROPRIATELY**, so the athletes can get to their practice/game in a timely manner. If you know in advance that you are unable to report for your assignment or class, it is *imperative* that you contact Coach Steele or Coach Dahlberg as soon as possible (*no later than 12:00pm that day*) by text, call or email, so that arrangements can be made for coverage. **DO NOT TELL A TEAMMATE TO TELL US THAT YOU WILL BE OUT!** Be responsible for yourself. If you are scheduled to work a game or event and are unable to report it is *YOUR* responsibility to find someone appropriate to work for you.

TWO-A-DAYS AND SECOND SPORT ASSIGNMENTS:

Two-A-Days attendance is not optional. Whether you are working volleyball or football you are expected to be there. This is an important time for learning and bonding as a group.

Covering a second sport is required. You will be assigned a second sport (except seniors) once volleyball/football are over. You are required to cover practices and games.

ABSENCES AND APPOINTMENTS:

You will be required to attend all practices, games and events in which you are assigned. These are all mandatory. Please do not schedule doctor's appointments, Driver's Ed times, etc. during practices and games unless it is an absolute emergency. If you have a job, please plan your work schedule accordingly so that you do not miss any athletic training time. Missing practice and/or games/events will result in a strike, unless the Staff Athletic Trainers are informed.

Unfortunately, athletics does not adhere to the same break/vacation calendar as is on the academic calendar. Nor do the sports stop because you have a doctor's appointment, go out of town or have other engagements. While these are also important things for everyone, please remember, just like with a real job, it is your responsibility to communicate these absences with the Staff Athletic Trainers in advance (at least 2-3 days if possible) and have your practice/game/event covered while you will be out, or a strike will be given.

PERSONAL BUSINESS:

Be ready to work when you arrive in the training room for your assignment. Take care of eating, changing, restroom breaks, and other personal business prior to training room duties. Also be prepared if you are working long assignments by bringing snacks, homework or other items allowed by the Staff Athletic Trainers.



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TRANSPORTATION:

As an extracurricular activity, we conduct 99% of our activity outside the normal school hours. It is your responsibility to find transportation to/from practices and games when needed (i.e. early morning practices, after school practices and games/events, weekend practices and events). School transportation (to and from school) will be provided for all out of town games and events.

GRADES & TUTORIALS:

Participation in tutorials is mandatory for all students with a grade of 70% or below in any class. Participants will be required to attend 2 sessions per week (Tuesday's and Wednesday's) and attendance will be monitored as students will be required to turn in a note from the teacher. There will be consequences for missing one or both sessions based on the sport and the discretion of the Athletic Trainers. If a student misses a 3rd tutorial session in a 9 week period, then the student will be forced to sit out one game/competition. If special circumstances should arise, they will be discussed on an individual basis. Failure to comply with this program could result in removal from the Athletic Training program.

If you fail any classes at the 6 or 9 weeks reporting period, you will receive 1 Strike and be ineligible to work any games until the next progress report to regain your eligibility. You will be in athletic tutorials during this time and you will still participate in all practices assigned during this time! If you are passing at the progress report, you will regain eligibility. If you fail a second 9 weeks period, you will be dismissed from the Athletic Training program all together. Your schedule will be changed and you will need to reapply to get back into the program.

DISCIPLINE POLICY:

We expect you to act accordingly in the classroom, with your family, and in the community as you would in the training room and on the field. This includes, but is not limited to, being a leader, being responsible for your actions, being accountable for the choices you make, being respectable to teachers and authority figures, and so on. When these expectations are not abided by, there will be consequences served to correct the problem at hand.

You have 3 Strikes per school year before you are removed from the Athletic Training program (3 strikes and you're out).

- FIRST STRIKE:** Discussion of problem, problem solving tactics to resolve the issue, warning of your first strike and a discipline note will be sent home stating the problem for you and your parents to sign and return.
- SECOND STRIKE:** Discussion of the problem, problem solving tactics to resolve the issue, warning of your second strike and a discipline note will be sent home stating the problem for you and your parents to sign and return. You will also be suspended from the next game/match/meet for which you may have to find someone to work for you.
- THIRD STRIKE:** Discussion of the problem, warning of 3rd strike, call home to your parents to discuss the problem and removal from the program. A discipline note will be sent home stating the problem and that you understand you are being removed from the Athletic Training program.

Strikes include, but are not limited to the following:

- ☒ Calls/emails from a teacher of a problem in class (i.e. disrespectful, not adhering to classroom policy, office referral, etc.)
- ☒ Calls/emails from a principal or other authority figure (i.e. SRO Officer) of a problem.
- ☒ Calls/emails of complaints from a coach of a problem with that sport or athlete
- ☒ Being excessively late to practices or not communicating absences in a timely manner; before 12:00pm (noon) the day of (More than once per week for multiple weeks)
- ☒ Repeatedly being inappropriately dressed (More than once per week for multiple weeks)
- ☒ Failing classes during a 9 weeks reporting period
- ☒ Unbecoming activity of a Gregory-Portland Wildcat, as per athletic and student handbooks
- ☒ Failure to follow general responsibilities and expectations
- ☒ Staff Athletic Trainer's discretion

Staff Athletic Trainers will contact parents via email or phone call when such above instances should occur. It is in our best interests for ALL student trainers to succeed in this program and ALL student trainers will be treated fairly and consistently throughout. As always stated to the student trainers, being in a high profile program such as Gregory-Portland HS, it is very important to be a leader and show respect to yourself and others, because there will always be someone watching. Don't let things slip away because YOU made a bad choice!



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DRESS CODE:

The Athletic Training staff will be neat and professional looking. You are all responsible people so use good judgment and look the role of an athletic trainer.

PRACTICE ATTIRE:

T-shirt (No cutoffs, tank tops, spaghetti straps, etc.)
Shorts that are an appropriate length (as per AT discretion)

GAME ATTIRE:

FOOTBALL (Varsity):

G-PAT Game Shirt, khaki pants or shorts (to the knee or longer) and athletic tennis shoes will be worn for each game. Everyone will dress the same (as a team).

ALL OTHER SPORT GAMES:

G-PAT Game Shirt or T-Shirt and appropriate Pants/Shorts will be worn for each game unless otherwise assigned by the Staff Athletic Trainers.

SHOES:

This is an ATHLETIC extracurricular activity. You will wear athletic tennis shoes for all practices and events to be able to conduct your work safely and efficiently. You may be asked to walk a lot or run, therefore you need to be properly equipped.

Flip-flops will only be permitted on bleaching/cleaning days.

RAIN/COLD WEATHER GEAR:

Be prepared for weather. It is your responsibility to have bad weather gear with you when needed. Ponchos will be available.

JACKETS:

School appropriate/color jackets or letter jackets may be worn any other time.

CAPS/VISORS:

GP logo caps and visors only may be worn at practices and games.

DRESS CODE DON'TS:

DO NOT WEAR JEANS UNLESS OTHERWISE ASSIGNED
JEANS WITH HOLES, CUTS, FRAYS, ETC. WILL NOT BE ACCEPTABLE ANY TIME
YOGA PANTS WILL NOT BE ACCEPTABLE ANY TIME
UGGS, SANDALS, SPERRY'S, TOM'S OR FLIP-FLOPS ARE NOT ACCEPTABLE FOR ANY PRACTICE, GAME, MATCH, or MEET.

DRESS CODE DISCIPLINE:

If you are not in proper dress code, you will be asked to correct the problem immediately and will not return until done so.

Repetitive dress code violations will result in a strike and possible suspension.

****Look neat and professional at all times to gain the respect of athletes, coaches, and parents. Take pride in your appearance and the appearance of your team! It is more important that you know!!!***

EXCESSIVE SOCIALIZING:

Excessive socializing or fraternizing will not be tolerated in the training room. Keep the gossip, flirting and other outside issues out of the training room, practices, games and events. Cliques, gossip amongst teammates, and flirting only cause drama and problems for yourself and everyone around you. Drama will not be tolerated.

DRUGS & THEFT:

The best piece of advice regarding drugs is DON'T START! Any student trainer found with illegal substances, including tobacco, in their possession, holding, using, buying, selling, hiding, stealing etc. will be subject to disciplinary actions as per the GPISD Athletic handbook.

DISCUSSION OF INJURIES:

At NO TIME are you to make statements to or give information of any type to a member of the press, another athlete/student, other parents or anyone. ALL INJURY INFORMATION IS STRICTLY CONFIDENTIAL AND NEEDS TO BE REPORTED TO THE STAFF ATHLETIC TRAINERS AS SOON AS POSSIBLE. If anyone should ask you what happened, you simply tell them that you don't know or are not at liberty to say. Failure to abide by this may result in immediate dismissal of the student trainer.



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PERSONAL QUALITIES:

As a student trainer, dependability is an important component. With an extensive athletic program and with the amount of work that must be done, it is essential that you can be depended upon. This includes such things as following directions, reporting on time, applying tape/wraps correctly, giving treatments properly and carefully, cleaning and taking the initiative.

CELL PHONES:

Cell phones come in handy however; they will not be abused in the training room or on the field. Repetitive cell phone abuse could result in a strike.

RELATIONSHIPS WITH DEPARTMENT PERSONNEL AND ATHLETES:

While you are primarily working directly under the Staff Athletic Trainers, you are also working with coaches and athletes. Respect, courtesy, and cooperation should characterize your relationship with all personnel. Should a coach ask something of you, which is inconsistent with what you have been taught, or told, cooperate with them and discuss the event with Coach Steele or Coach Dahlberg when you return. Your job as a student trainer is to assist the Staff Athletic Trainers and the coaching staff. If you have a problem with an athlete, it is imperative that you tell one of the Staff Athletic Trainers immediately so it may be taken care of.

GAME DUTIES AND CONDUCT:

Students working games should arrive at the pre-set time to get everything and everyone ready (check with Coach Steele or Coach Dahlberg if you are unsure of arrival time). Football is a little more demanding in the sense of set-up; therefore, it is crucial that everyone involved is on time.

SUGGESTED CONDUCT FOR A SUCCESSFUL STUDENT TRAINER:

- 🔊 Be on time
- 🔊 Dress right all the time without being asked or told to change
- 🔊 Take the initiative, don't have to be told to go do something
- 🔊 Be able to take constructive criticism to make yourself better
- 🔊 Have a good, positive attitude and be flexible
- 🔊 Work hard all the time, especially when no one is watching
- 🔊 Don't make excuses or be lazy
- 🔊 Don't get caught up in drama or cliques. Leave the drama at the door!
- 🔊 Be a leader
- 🔊 Communicate with your teammates, Staff Athletic Trainers and coaches
- 🔊 Be a team player and support one another in the training room as well as in the classroom
- 🔊 Practice your skills when you have extra down time
- 🔊 Volunteer as much as you can when help is needed (give more than you take)
- 🔊 Treat others as you would want to be treated
- 🔊 Don't blame others for your downfalls or mistakes; be accountable for your actions.
- 🔊 Be positive and supportive of others and their successes
- 🔊 Present yourself well. Bad perception could be very detrimental to your character even if you have the best of intentions
- 🔊 Work hard at your sports so that you may be requested back by the coaches
- 🔊 Take care of business in the class room!



GREGORY-PORTLAND ATHLETIC TRAINING DISCIPLINARY NOTIFICATION (**EXAMPLE**)

3 STRIKES AND YOU'RE OUT:

I _____, Student Trainer, have been given a strike for unbecoming activity that is not accepted or tolerated in the Athletic Training program. I understand that I have not acted appropriately or made a bad choice and will suffer the consequences for my actions.

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- ☒ Repeatedly being inappropriately dressed (More than once per week for multiple weeks)
- ☒ Failing classes during a 9 weeks reporting period
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- ☒ Staff Athletic Trainer's discretion

DATE: _____ STRIKE #: _____ MUST BE SIGNED AND RETURNED BY: _____

EXPLANATION OF EVENT: _____

EXAMPLE

ACTION TAKEN: _____

STUDENT TRAINER SIGNATURE: _____

PARENT SIGNATURE: _____

** Failure to get a signature and return this form will result in subsequent strikes for failure to follow the rules**



GREGORY-PORTLAND ATHLETIC TRAINING RECEIPT OF HANDBOOK

STUDENT ATHLETIC TRAINER ACKNOWLEDGEMENT OF RECEIPT OF HANDBOOK:

Student Trainer's name: _____ Grade: _____ Year: _____

IN REVIEW: Student Trainers are an important part of the Athletic Training team and an extension of the Staff Athletic Trainers. It is a huge time commitment, with high expectations both in the classroom as well as in the training room. Many of the duties are hard work, but are essential to working in athletics. These duties include, but are not limited to the following:

GENERAL RESPONSIBILITIES AND EXPECTATIONS:

- ☒ Working under the direction of the Staff Athletic Trainers
- ☒ Assisting the Staff Athletic Trainers with treatments of athletic injuries
- ☒ Assisting the Staff Athletic Trainers with rehabilitation of athletic injuries
- ☒ Taping and wrapping athletes as directed by the Staff Athletic Trainers
- ☒ Administering basic first aid as directed by the Staff Athletic Trainers
- ☒ Reporting all injuries to a Staff Athletic Trainer
- ☒ Learning by observation, listening, participating, and asking questions
- ☒ Learning the location and purpose of all equipment and supplies in the training room and be able to use them
- ☒ Assisting with current stocking of all types of equipment and supplies
- ☒ Preparing equipment and supplies for all practices, games, meets and contests as directed by the Staff Athletic Trainers
- ☒ Proper cleaning and storage of all equipment and supplies used during practices and or games.
- ☒ Maintaining storage areas in a neat and organized fashion
- ☒ Keeping the training room clean and organized at all times. It is a medical facility and should be treated as such
- ☒ Performing other duties as assigned by the Staff Athletic Trainers

HOURS:

- ☒ Student Trainers are required to work all practices, games, and events of the sport they are assigned.
- ☒ There will be times where all student trainers will be working tournaments for other sports in shifts.
- ☒ Some assigned times may be over school breaks, weekends and holidays
- ☒ Student Trainer must notify a Staff Athletic Trainer by 12:00pm if they will be absent or unable to fulfill their assignment on a particular day
- ☒ Missing your assignment is like missing school. Time will be made up at the Staff Athletic Trainers discretion

GRADES AND TUTORIALS:

- ☒ Student Trainers will strive to achieve a 70% or higher grade in each class.
- ☒ Student Trainers that have grades below at 70% average will attend mandatory tutorials until the grade becomes passing

DRESS CODE:

- ☒ All Student Trainers will dress professionally and respectfully at all times. The importance of this is to represent yourself, the team, school, and your family in a positive way.

DISCIPLINE:

- ☒ A 3 Strikes and You're Out Policy will be in place at all times
- ☒ In the event that a strike is to be given, the Student Trainer will be issued a Discipline Notice to have signed by their parents and returned.
- ☒ Student Trainers are subject to disciplinary action as per the athletic and student handbooks.

I have read, discussed with my parents and understand the academic, time and conduct requirements and expectations necessary to be a successful Student Trainer in G-PISD. I fully accept responsibility for my actions and my academics. I also agree to abide by the standards set for me as a Student Trainer in this program.

Student Signature: _____ **Date:** _____

I have read, discussed with my son/daughter, and understand the academic, time, and conduct requirements and expectations necessary for my son/daughter to be a successful Student Trainer in G-PISD. I fully support my child in this endeavor. I understand that my child's participation in this program is a privilege, to be earned and maintained as such.

Parent Signature: _____ **Date:** _____