



Policies and Procedures Manual

Title: Sports Medicine Policy
Policy Administrator: Athletic Trainer
Effective Date: Mar-16-2009
Approved by: Director of Athletics

Purpose:

College of the Holy Cross is dedicated to providing the best quality care to all student-athletes. In order to do this every student-athlete who uses our services must understand the role of athletic trainers. This policy was established to define that role for student-athletes.

Policy:

1.0 Student-Athlete Eligibility

Sports Medicine services will be provided to any student-athlete who is listed on an official varsity roster of the twenty seven intercollegiate sport teams. Student athlete must complete and pass a PPE (pre-participation physical) to be cleared and participate in their sport.

2.0 Head Athletic Trainer

The head athletic trainer is responsible for the prevention, care and rehabilitation of all athletic-related injuries. The head athletic trainer performs the following duties:

- a. Coordinates physicals for student-athletes.
- b. Instructs student-athletes to complete insurance forms prior to the start of each season.
- c. Maintains office hours of M-F, 9:00 am to 6:30 pm for treatment and rehabilitation for varsity student-athletes. Weekend hours are assigned for game and practice sessions.
- d. Keeps records of all injuries and treatments.
- e. Ensures that proper medical coverage is provided at all home and away athletic events.

- f. Coordinates medical coverage with opponent's athletic trainer if unable to travel with team.
- g. Supervises additional medical staff including EMT's and student workers.
- h. Coordinates medical emergency system with College team physicians, Public Safety, Health Services, and local hospitals.
- i. Coordinates with coaches and injured student-athletes their rehabilitation and return to competition.
- j. Coordinates dissemination and processing of all medical insurance information with Assistant Business Manager or Administrative Assistant handling insurance claims.
- k. Ensures proper board certification and state licensure of staff.
- l. Ensures athletic trainers have medical kits which contain appropriate supplies and access to means of communication in case of emergency.
- m. Develops policies and dispensation of all drugs under supervision of physicians.
- n. Provides emergency medical attention for non-varsity athletic students.
- o. Coordinates NCAA drug testing of student-athletes with team physicians and athletic administrators.
- p. Coordinates all of the above with College team physicians and Director of Athletics.

Procedures:

1.0 Therapy Treatments

- a. Student-athletes must schedule appointments with an athletic trainer for treatment between the hours of 9:00 am to 1:30 pm.
- b. Student-athletes must sign-in on a computer kiosk prior to receiving treatment.
- c. Student-athletes must wear appropriate attire (i.e. shorts for below waist treatments) and shower prior to receiving treatment.
- d. No shoes may be worn on treatment tables during treatments.

2.0 Appointments

- a. Student-athletes are expected to arrive promptly to scheduled appointments. No-shows or arriving late for an appointment are unacceptable.
- b. In the event a student-athlete cannot keep an appointment, he/she must notify the doctor or dentist at least 24 hours prior to the appointment.
- c. Arriving late or missing a practice or team meeting due to a doctor or dentist appointment is unacceptable, unless the student-athlete receives approval from the Head Athletic Trainer.

3.0 Rules of Conduct in Training Room

- a. All individuals will be treated fairly.
- b. Athletes must shower prior to receiving treatment.

- c. Athletes must sign-in on a computer kiosk prior to receiving treatment.
- d. No cleats allowed in the athletic training room.
- e. No profane language.
- f. Student-athletes will be taped and treated on a first-come, first-serve basis.
- g. Failure to report for scheduled treatment will be reported to the Head Coach.
- h. Supplies are not to be removed unless approved by the Head Athletic Trainer.
- i. Dirty shoes must be removed before entering the athletic training room.
- j. Towels must not be removed from the athletic training.

Forms:

Title
Title

Related Information:

Title
Title

Policy # 120000-003
 Date of Last Review Jun-01-2011