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:

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