Solano College Sports Medicine Program

**Mission:** Our mission is to care for and treat all in-season (as described by CCCAA), Solano College Athletes, and their athletic injuries. Solano College Sports Medicine will also assist in medical referral for other non-athletic injuries. Our goal is to guide athletes through the process of injury recovery, and brief athletes on the use of Solano College Injury Insurance. All in-season athletes (male and female) will receive the same opportunities from the sports medicine program.

**Job Descriptions:**

Head Athletic Trainer-Holds a health care professional license (Certified Athletic Trainer, AT,C) through the National Athletic Trainers Association. Care and Prevention of athletic injuries, first-aid, rehabilitation, game coverage and health care management are duties of the head athletic trainer. Ten months per year Aug-May.

9.2.2 ATHLETIC MEDICAL COVERAGE PERSONNEL

A. Athletic Medical Coverage can be provided by:

1. An individual who is currently an athletic trainer certified by the Board of Certification (BOC).

2. An individual who, as of July 1, 2007, has been providing athletic health care with the job title of athletic trainer for a period of at least 15 years as an employee at a current institution/district. These individuals must meet continuing education requirements as defined by the Board of Certification. For the purposes of this document these individuals shall be known as athletic health care providers.

B. The athletic trainer(s)/athletic health care provider is responsible for the administration of the athletic training program. This includes:
1. Being responsible for the care of the student-athletes participating in the intercollegiate athletic program.

2. Providing athletic training services which include:
   - Prevention of injuries
   - Clinical evaluation and diagnosis
   - Immediate care
   - Treatment, rehabilitation, and reconditioning
   - Organization and administration
   - Education and consultation
   - Professional responsibility

3. In the absence of the team physician or designate, the athletic trainer/athletic health care provider is responsible for deciding whether an athlete is medically able to participate by adhering to the team physician’s protocols.

4. Coordinating pre-participation screening exams for athletes. Formal medical records shall be maintained for all athletes.

5. Providing athletic training supervision for all home/hosted athletic contests and away football games. Men and women’s golf matches can be exempt from this requirement. If there are more hosted events, then athletic trainer/athletic health care provider on-site coverage of these games will be determined by the relative risk of each sport. Away contests, other than football, are generally not covered, but coverage may be provided based on staffing availability and need.

Assistant Athletic Trainer-Holds a health care professional license (NATA), assists head athletic trainer in game coverage and athletic training room coverage. This position is part time (10 hours per week in fall, 8 hours per week in spring).

Student Athletic Trainer-Volunteer Intern who assists Certified Athletic Trainers in following treatment plans, practice and game coverage. This position was developed to allow hands on experience for Solano College Sports Medicine major students. There is no compensation for teaching and training these students.
Sports Medicine Hours (2014-2015) Due to a loss of overtime, and an administrative directive that holidays, and overtime be avoided by full time staff. New policies are going into effect as follows: our hours must change to reflect these requests.

* Each in-season sport must supply the sports medicine department with an ACCURATE season practice, game, departure schedule and an accurate player roster (red shirts included and marked).


*Changes must be submitted a minimum of 7 days prior to the change. This schedule will be compiled to create the athletic training room hours and game coverage.

The head AT,C will work 5 days per week, 8 hours per day, therefore accurate training room hours will be made available a month at a time. The athletic training room will open 8 hours prior to the end of a scheduled day...ie. Volleyball game ending @ 9pm will allow training room to open at 1pm, for that day. The assistant athletic trainer will cover on the weekday chosen by the head AT,C (fall Tuesdays 11-7), and/or where other competitions overlap.

In-season as described by CCCATA

3.1 Season of Sport

The season of sport is defined as starting with the CCCAA practice/scrimmage “may begin date” and ends with the CCCAA conference competition “ends date,” except for participants in CCCAA approved postconference competition. The dates may be found in the Sport Season Chart, Bylaw 3.11.
Solano College Sports Medicine will treat and use training room supplies and resources for in-season athletes only. This will ensure that all teams will have the supplies and attention required for their in-season sport. Out of season athletes will be assessed by ATC’s only, upon coaches request. Coaches may call the training room or cell phone to set up an appointment for an out of season athlete to be seen, after all in-season athletes have been cared for during regular scheduled operating hours. These athletes will be given a home program to follow. Non Traditional season games will be scheduled with the approval of the Sports medicine department, these home contests will be scheduled during normal operating hours, emergency response will be available on these events.

Pre-season coaches meetings will be held to review these policies, and address the teams needs, and contact person to discuss injuries.

**CCCATA Medical guidelines:**

**9.3.2. Medical Coverage Guidelines**

A. An athletic trainer/athletic health care provider shall provide athletic training supervision for all home/hosted contests by the college as described in section 9.2.2.B.5.

B. The following emergency and therapeutic equipment shall be available at the college for use in caring for injuries:

- Ice with bags or other forms of cryotherapy
- Emergency medical supplies
- Immobilization/splinting supplies
- Taping table
- Crutches
- Face mask removal equipment when appropriate
- Potable water
- Telephone/communications system
- Therapy and exercise equipment necessary to carry out team physician’s treatment and rehabilitation protocols.
C. An automated external defibrillator (AED) must be readily available to the athletic trainer/athletic health care provider during hours of practice and competition. The fact that an AED is most effective in saving a life if used within the first three (3) to five (5) minutes of a sudden cardiac arrest should guide placement and portability of the device(s). (Adopted March 31, 2011; effective July 1, 2011.)

D. In case of injury:

1. The team physician or host athletic trainer/athletic health care provider will be consulted for the efficient management and/or transportation of the injured athlete to the appropriate medical center.

2. The host athletic trainer has the authority to make the decision regarding the return of an injured athlete to competition in the absence of the team physician or designate, or visiting athletic trainer.

E. The host athletic trainer should make himself/herself known to the visiting team’s athletic trainer or coaches prior to any contest and advise them as to their location.

F. Outside communication to emergency medical services, preferably by landline telephone, or by some other means must be available at all times.

G. In case of injury, the licensed physician/host athletic trainer/athletic health care provider will be consulted for efficient management and/or transportation of the injured student athlete to the appropriate medical center.

H. The following will be easily accessible to all participating teams:
   • Ice with bags
   • Water and drinking cups, or water bottles (except football)
   • Emergency medical supplies
   • Preventative taping and first aid supplies

I. Both the home and away team shall be provided equal access to athletic training facilities. Due to team size football is exempt, but shall be provided a facility.

J. The visiting team is responsible for traveling with a medical supply kit, which will also include insurance, emergency information, and consent forms. The host athletic trainer will provide supplies to visitors on a payback basis.

K. Arrangements must be made in advance by the visiting team’s athletic trainer/athletic health care provider in order to receive treatment other than taping, wrapping, and/or cryotherapy by the host athletic trainer prior to the contest.

L. The host athletic trainer/athletic health care provider staff will be available at least one (1) hour prior to a contest and until at least twenty (20) minutes after the conclusion of the contest.
**Injury Procedures:** All in-season athletic injuries shall be reported to the AT,C on staff. The athlete will receive an assessment, discuss treatment and first aid, and discuss the process of medical referral. Medical referral is utilized only when the AT,C feels appropriate. Medical Insurance will be discussed and reported. Treatment plan will be followed and each athlete will be re-assessed upon return to Sports Medicine. If referral is necessary strategy for using team physicians, HMO’s and family physicians will be discussed.

**Coaches Communication:** Communication with coaches will be done either between head AT,C and one designated coach per program. The head coach will designate a liaison; and communicate this with the head AT,C. Communication will be accomplished through verbal/face to face (ie either head, assistant or position coach), or via email requests by designated coach per program. Email reply will be within 24 hours of receipt of email. Therefore direct verbal communication is most effective for up to date information. Communication will include injury status, medical referral, treatment plan and possible return to activity. These status reports may change day to day depending on the progress of treatment and the athletes willingness to comply. Written reports will not be available, unless in response to a specific email and will be returned within 24 hours upon receipt of email. Please call cell number if you have an urgent question regarding your athletes 707 689 3971, or when assistance is needed during a practice.

All Solano College athletes who receive outside (Solano College) medical attention for an in-season athletic injury will need a **written medical release**, including emergency room and illness visits. This provides Solano College a release of liability, when Solano College Sports Medicine has not be utilized.
Training room rules:

Place all personal items in cubbies

No food and drink allowed in Sports Medicine.

No shoes or cleats

Ice is used for injury use only.

No inappropriate language

Treat staff with respect

Athletes are asked to act appropriately and respectfully when utilizing the services of the Sports Medicine Center. All athletes are given a treatment plan to follow on a daily basis, until completed and released. Athletes will be treated first come – first serve, and are expected to allow enough time for treatment prior to their scheduled team practice.

Treatment Plans: Each athlete will receive a treatment plan upon assessment of athletic injury. Coaches must allow athletes time to follow through with all treatment plans, prior to the start of practice each day, when possible. Most treatment plans will take less than one hour. Home programs will also be given to athletes to follow through with, on weekends, holidays, or days sports medicine is not available.

The training room schedule will be posted monthly and emailed to coaches so teams may plan and adjust to the hour changes.

Modalities are physical therapy machines or devices used by licensed health care providers only. These machines may only be used under the supervision of the AT,C’s. Athletes and Coaches may NOT operate these under medical law.
Physical Policy:

(Revised March 19, 2007)

NCAA Bylaw 17.1.5 Mandatory Medical Examination

Effective Date: May 01, 2007 (Division I); August 01, 2007 (Division II, Division III)

Prior to participation in any practice, competition or out-of-season conditioning activities (or, in Division I, permissible voluntary summer conditioning in basketball and football or voluntary individual workouts pursuant to the safety exception), student-athletes who are beginning their initial season of eligibility shall be required to undergo a medical examination or evaluation administered or supervised by a physician (e.g., family physician, team physician). The examination or evaluation must be administered within six months prior to participation in any practice, competition or out-of-season conditioning activities. In following years, an updated history of the student-athlete's medical condition shall be administered by an institutional medical staff member (e.g., sports medicine staff, team physician) to determine if additional examinations (e.g., physical, cardiovascular, neurological) are required. The updated history must be administered within six months prior to the student-athlete's participation in any practice, competition or out-of-season conditioning activities for the applicable academic year.

Solano College has adopted the NCAA physical policy...All incoming athletes must supply Sports Medicine proof of a recent athletic or well care physical (physician must be a Medical Doctor, no lab work is required). These may be on HMO form, physician letterhead, prescription pad, or military format. It is recommended that a recent (last 6 months), physical is obtained prior to attending Solano College. It is recommended that the athletes personal physician perform the physical, for continuity of treatment, and to reflect on the entire medical history of athlete. Solano College medical forms must be filled out by each athlete prior to first competition. Athletes may not practice until physical forms are cleared by Solano Sports Medicine, and competition is not allowed until all medical forms are completed. Each physical will be valid for two years of competition, unless medical conditions arise after initial physical. These situations will require Physician release and updated physical. Medical forms will be updated, and history renewed each year for returning players, this will ensure medical conditions have not changed. All medical forms are available on the Solano Sports Medicine website, lobby, and staff workroom.
Pre-participation Screening Exam (PPE)

A. The student athlete will complete the PPE prior to any practices or any intercollegiate competitions.

B. Student athletes shall complete a thorough pre-participation examination. This screening shall be performed by a licensed physician or other qualified medical personnel who are under the supervision of a licensed medical physician. The PPE shall include:
   - Medical examination
   - Orthopedic examination
   - Review of history/paperwork screen

C. The student athlete health PPE form should provide a medical history designed to detect conditions that will determine an athlete’s fitness to engage in sports. In no way is the review of history to be misconstrued as a complete health physical examination PPE. (Bylaw 3.5.1 moved from Bylaw 9.3.1 with revision. Adopted & effective October 17,

Coaches are responsible for following the physical guidelines for all out-of-season contests, and utilize the proper paperwork.

**Game Coverage:** CCCA states....Game coverage by the medical staff will be decided by the Head Athletic Trainer. In the case of multiple home events the level of risk of the contest will determine the coverage, although the AT,C will be available for any injury that may occur. All home contests at Solano College will be covered by Solano College Sports Medicine. Coverage depends on, the daily competition schedule, and may be covered by student athletic interns (in communication with AT,C on site, when multiple contests are on site). Coverage includes both teams (visitors and home) and includes first aid, medical emergencies, and athletic injuries and conditions.

**Away game coverage:** All teams must supply a departure schedule for all away games. Solano Sports Medicine will supply treatment for away contests that are OUTSIDE of the daily hours, only when requested by coaches. These early or late departures may affect the daily hours of the Sports Medicine Center. It is the Head Coaches responsibility to travel with a Solano injury kit (except football). Kits include necessary tape and medical supplies, emergency cards for each player, insurance forms, and contact information for away ATC’s.
Coaches are responsible for content and the return of kit after every away contest. Kits will be brought to sports medicine for re-stocking. Lost kits cost the program responsible $200, before next away contest. Solano players needing tape at away contests should be instructed to bring the SCC kit to the AT,C covering the event.

**Practice coverage** will be staffed by student Interns, only if the training room has enough staff for the day. These will be assigned by the Head ATC, and will be assessed by the level of risk (ex. football highest risk). Students will be in direct contact with the AT,C. Coaches should remember, these will be assigned only when there is a large number of students available, and coaches should NEVER rely on students to attend practices. This is why all taping, treatment, stretching etc., should be performed in the Sports Medicine Center, prior to practice. AT,C’s will only attend practices to assist student interns with injuries or questions, that may arise. In the event of an emergency call AT,C directly via cell phone.

**Non Traditional Season coverage:** Games hosted at Solano College must be pre approved by Sports medicine. Emergency response and physical screening will be made available, when staffing is available.

**Concussion Policy:** The Solano College Concussion policy is in compliance with the CCCAA Concussion Policy. Athletes will be educated prior to their athletic season on Concussions, and how to Report a Concussions. All Athletes will sign a waiver stating “ they understand the risk of concussions” and “they will report all head injuries to Solano College Sports medicine immediately.” The treatment policy will include a daily concussion evaluation with Solano Sports Medicine, and a gradual return to play policy. Concussion symptoms must be resolved for a minimum of 24 hours prior to any return to play protocol. Each concussion will be treated using Rest as the primary requirement. Coaches will receive annual concussion training provided by Solano Sports medicine, and all
coaches will be responsible to report any head injuries, or possible concussions immediately, to Solano College Sports Medicine. Athletes will be sent home with a Concussion guidelines sheet to inform parents and roommates of home care for concussions.

**Supplies and Equipment** are available for all in-season teams. For equality of all teams, the use of supplies will be monitored to ensure that all programs have access. Such supplies include electrode pads, ice bags, flexi wrap, first aid, tape, wraps, medications, braces, padding etc. Teams will be notified prior to their share of tape running low. Coaches may discuss a taping policy (ie. Red shirts) for their team, which can be implemented by Sports Medicine. Out of season coaches that would like supplies may discuss a cost necessary and purchase supplies as needed.

**Student Interns’** role is determined by each student volunteer. These students may choose teams to work with, or may offer to work training room hours only. If a student chooses a team, a meeting will be set up with the teams coach to discuss the role that the student is available to fill.

This may include:

* covering team treatment sessions
* home game coverage
* departure coverage
* away game travel.

This will depend on the students team interaction, and availability. A student will be removed upon any concerns from Head Athletic Trainer and/or head coach.
Coaches should NOT request student interns to perform any task that is not in their job description. This includes errands, stats, charts, scoring, or injury treatment and massage of any Non Athlete (Including coaches). This is NATA policy.

Student Interns were developed to allow for hands on experience for Sports Medicine students. This luxury is NOT available at most community colleges, and is NOT for the benefit of coaches. These students report to the Head Athletic trainer who will monitor their progress, review their schedule, and communicate with coaches on their team interaction. Coaches are expected to treat interns with respect, and to make sure players treat the entire Sports Medicine Staff with respect.