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Preface:

The following series of policies and procedures are meant to define the purpose and role of the Athletic Training Services at University of Wisconsin-Stout. This manual is written to inform the Administration, Sports Medicine Team, Athletic Training Staff, Coaches, 1st Aiders (student workers), and athletes. This manual is divided into Sections.

Personnel

Athletic Health Care Team

The Athletic Health Care Team includes a variety of individuals with various medical expertise under the health care “umbrella”. These individuals are committed to supporting the athletes at UW-Stout. Listed below is UW-Stout’s Athletic Health Care Team.

Team Physician:
Dr. Paul McNally, D.O.

Qualifications include:
- Licensed physician
- Interest in UW-Stout Athletics

Responsibilities:
- Participate in Pre-participation exams
- Comply with WIAC rules on physician coverage during home football events and those deemed necessary.
- Examine referred athletes for assessment of injury, prescribe treatment/management which will be carried out by the Athletic Training Staff.
- Send dictated notes of diagnoses and surgical procedures of athletes to the Athletic Training Room for our files.
- Make recommendations regarding the physical health of athletes at UW-Stout.
- Physician(s) will have final authority for limitations or postponement of play.
- Refer athletes to specialists when needed.
- Respond to questions from coaches, athletic trainers, or athletes regarding conditioning, exercise, protective equipment and other related matters.
Sports Nutritionist:
Jane Foos RD, CD
Red Cedar Clinic-Mayo Health System
2211 Stout Road
Menomonie, WI 54751
715-233-7475
foos.jane@mayo.edu

Qualifications include:
• Registered Dietician/Certified in the state of Wisconsin
• Interest in UW-Stout’s Athletes health and nutrition

Responsibilities:
• Provides ten two hour team presentations on sports nutrition topics
• Provides ten two hour campus visits per year

Head Athletic Trainer:
Susan Lew MS, LAT, CSCS

Qualifications Include:
• Full time employee of UW-Stout/Lecturer
• Current Certification by the National Athletic Trainers Association (NATA).
• Licensed by the State of Wisconsin

Responsibilities:
• Instruct HLTH 350, Prevention and Care of Athletic Injury and HLTH 340, Responding to Emergencies
• Work with our team physician and other Health Care Workers
• Coordinate referrals and maintain communication with medical staff as necessary
• Order all athletic Training room supplies
• Evaluate and administer therapeutic modalities under the regulations of the state of Wisconsin Licensure Board.
• Direct and supervise the daily operation of the athletic training room.
• Attend all home and away football games.
• Supervise and direct student workers in the athletic training room.
• Administer 1st Aid to all athletes
• Oversee data entries of all injuries, emergency cards and records

Assistant Athletic Trainer:
Heidi Otterholt LAT

Qualifications:
• Current Certification by the National Athletic Trainers Association (NATA).
• Licensed by the State of Wisconsin
Responsibilities:

- Work with our team physician and other Health Care Workers
- Coordinate referrals and maintain communication with medical staff as necessary
- Evaluate and administer therapeutic modalities under the regulations of the state of Wisconsin Licensure Board.
- Supervise and direct student workers in the athletic training room.
- Administer 1st Aid to all athletes
- Help the Head Athletic Trainer as deemed necessary
- Help cover events, games, daily practices et al...
- Assist in the daily operations of the athletic training room
- Teach designated classes assigned by curriculum coordinator

Third Licensed Athletic Trainer:
Jeff Banks LAT/Sherry Webster LAT

Qualifications:

- Current Certification by the National Athletic Trainers Association (NATA).
- Licensed by the State of Wisconsin

Responsibilities:

- Under the Health Care Agreement with Red Cedar Medical Clinic work 12 hours a week at UW-Stout.
- Hours will be set 2 weeks in advance depending on games or coverage needed for those weeks.
- Work with our team physician and other Health Care Workers
- Coordinate referrals and maintain communication with medical staff as necessary
- Evaluate and administer therapeutic modalities under the regulations of the state of Wisconsin Licensure Board.
- Supervise and direct student workers in the athletic training room.
- Administer 1st Aid to all athletes
- Help the Head Athletic Trainer as deemed necessary
- Help cover events, games, daily practices et al...
- Assist in the daily operations of the athletic training room

Student Workers:
The National Athletic Trainers Association’s educational standards are changing in January of 2004. This change by the NATA stresses the importance of professional care verses student care. Students at UW-Stout will no longer be able to obtain an education in athletic training. Therefore all of our student workers will have minimal education. They will have basic first aid and CPR skills. This stresses the importance of having all coaches trained in first aid and CPR skills. When there is not a Licensed Athletic Trainer within sight, you (the coach) are responsible for helping care for the athletes’ injuries/illness. You will also be asked to make a responsible decision on allowing the injured/ill athlete to continue participating until seen by a Licensed Athletic Trainer or Physician. Student workers are assigned to help cover sports teams and are responsible for water, a kit, some taping depending on their skills, and basic first aid skills. Please remember that they are students and they are learning. If our student workers travel, they will find the Licensed Athletic Trainer when they arrive and ask them to provide initial care and evaluations for our athletes. Our student workers that will be attempting the NATA test will ask the host athletic trainer to supervise and assist them with the evaluation of injuries.

Approval For Participation:
Medical History Questionnaire: All Athletes must complete the medical history form, which encompasses medical history, insurance information and personal information, prior to participation. These forms should be updated at the first team meeting of the year. (Appendix K).

Pre-season Health Screenings: Prior to participation returning athletes will have blood pressure, pulse, height, and weight checked annually.

Pre-Participation Physical Exams: All Bluedevil freshman or transfer athletes must have a full physical exam by a Licensed Physician Prior to any participation in any practice or competition.
- **All incoming freshman** MUST have a physical prior to the first official practice. This may be done through a family physician, team physician, or student health services. ANY athlete without a physical is NOT allowed to participate.
- **Transfer students** should acquire a copy of the physical form from the athlete’s previous institution. If the copy of a physical cannot be obtained, the transfer student MUST have a physical prior to the first official practice. This can be done through a family physician, team physician or student health center
- **Returning athletes** do not have to have a physical. Returning athletes must complete the UW Stout Health Screening Form. (Appendix k).

The medical team at UW-Stout will review the information in confidentiality and reserves the right to question the athlete and /or medically disqualify and individual from play as necessary.

Pre-Existing Condition: If a significant pre-existing condition is noted by the medical staff, the injury will be recorded and referred as necessary for follow-up evaluation.

Outside Care: If an athlete receives care from an outside Physician because of insurance purposes the medical staff will need copies of that doctors dictation, rehab protocols, surgical notes or any information pertinent to their condition

Emergency Card Information: Prior to participation an emergency card will be filled out with current information. This card will travel with the team in case of an emergency situation.

Proof of Insurance: **UW-Stout does not provide any health insurance to student athletes for participating in a varsity sport.** Prior to any participation all athletes must show proof of insurance and must provide the medical staff current information on their insurance policy. Athletes that need to purchase insurance can do so through the Athletic Training Room. Athletes are covered by the NCAA catastrophic athletic injury insurance program. Coverage starts at $50,000. **Again,** UW- Stout and the WIAC does not provide insurance coverage for student-athletes.

**Other Forms**
Waivers: If an athlete has a physical impairment, congenital anomalies, and/or absence or non-function of one of a set of paired organs they will be granted or not granted participation by the team physician. If they are granted participation then they must sign a waiver. This waiver is to increase awareness to the individual, his/her parents, team and/or attending physician, Athletic Director, and the Head Athletic Trainer.

Release of Information Authorization: A release form must be signed by the athlete before any medical information is released to media or scouts.

Athletic Injury Forms: Injury report forms will be filled out on each injury and kept on file with each athlete's injury file.

Referral Forms: When referring an athlete to the emergency room or a different health care provider the athletic training staff will send with a referral form for the doctor to fill out on playing status and diagnosis. The form should be returned to the athletic training staff as soon as possible.

S.O.A.P. Notes: SOAP notes will be kept on all rehabilitation done in the athletic training room.

Non-athletes: Due to liability issues, the athletic training staff cannot treat non-athletes. We will make appropriate referrals.

Responsibilities of the Coaches:
**Rosters:** Coaches should have a roster to the medical staff prior to their first practice session.

**Diagnose and Treat:** Please do not try and diagnose or treat an athlete’s condition.

**Prevent Injuries:** Use your best discretion with Heat illnesses, practice surfaces, environment, equipment, and strength/conditioning training to prevent any injuries.

**Practice or Game Change:** Please inform the Athletic Training Staff of any changes in your schedule. Time, equipment and manpower from the athletic training room go into preparation for practices and events. It is greatly appreciated and the responsibility of the coach.

**Injured Athlete:** If one of your athletes sustains an injury they should report that injury immediately to the Athletic Training Staff.
**Hours of Operation:** The Athletic Training Room operating hours for games/events will be open prior to the event (which will depend on the specific sport and how much time is needed) and hour after the game/event is finished. **Usual** hours of operation are 9:00am to 7:00pm in fall/winter and 9:00am to 6:30pm in spring. Hours can change due to practice schedules.

**Services:** The Athletic Training Room services will be provided for UW-Stout practices and competitions. Additional services i.e. AAU, High school events will have to hire out services if they desire.

**Major Holidays:** The Athletic Training Room will not be open or provide services on these days. Thanksgiving, Christmas, Christmas Eve Day, New Year’s, New Year’s Day, and Easter.
**Rules and Procedures:**

1. No treatment will be given before an injury is evaluated.
2. Injuries should be reported that day.
3. Athletes must sign in treatment log before being treated.
4. Appropriate clothing must be worn – shirt, shorts.
5. No self treatments will be given or tapings besides wrists.
6. No loitering
7. No swearing
8. No chewing tobacco allowed
9. No food or drink except water
10. Remove shoes before entering
11. Leave equipment and property in your locker
12. Shower before being treated.
13. NO cleats of any kind
14. NO equipment should be taken from the athletic Training Room
15. Pick up after yourselves
16. Treat Athletic Training Staff with Respect
Coverage:

Traditional season practices: Coverage priority will be given to those sports that traditionally have the greater risk of traumatic injury. Every attempt will be made to provide coverage at all traditional season practices based on staffing and schedules with either a Licensed Athletic Trainer or a student with first aid and CPR training. The athletic trainers and student workers will usually be in the athletic training room to be centrally located during practice times.

Schedules: We will follow the schedule provided by the Head Coach. If practice times change and we are not notified there will be no coverage.

Non-Traditional Sport Seasons: These seasons will not have coverage at any practices or games. If an injury occurs to a varsity athlete, notify one of the Licensed Athletic and we will provide care as needed. Varsity Athletes may utilize the Athletic Training Room during regularly scheduled hours for treatments and rehabilitation. Taping will not be allowed except for special circumstances (rehab activities). Priority will be given to those athletes and sports that are in season.

Game/Event Coverage: All home events will have appropriate coverage in accordance with NCAA and WIAC guidelines. A host Licensed Athletic Trainer is present at all WIAC/ WCHA events. This is the usual practice for any conference. Football is an exception. A Licensed Athletic Trainer must travel with the team. The Licensed Athletic Trainer is at all events to provide services for both teams. They are there for the health and safety of all the athletes. If one of your athletes would get hurt, they will provide you with an evaluation and state the best interests of that athlete. It is then your decision whether to play that athlete or not. It is your choice to take the advice the Licensed Athletic Trainer, but if you go against the Athletic Trainer’s advice you are then liable for the athlete’s condition. Away events will have a student worker if available and desired by the Head Coach.

Special Circumstances: (Playoff schedules) will be considered on an individual basis. Any sport activity/practice outside of this service schedule is subject to non-coverage.

Emergency Procedures:
In the event that an injury should occur in the absence of a Licensed Athletic Trainer, the injured athlete should be referred to the athletic training room at once for evaluation. If the injured athlete is incapacitated, every effort should be made to contact the Licensed Athletic Trainer. If the coach perceives the situation as an emergency situation, he or she should call 9-911 and explain the situation. Campus police and the EMS will respond to the situation. When it is practical to do so, the coach must notify the Licensed Athletic Trainer of the situation.

**Emergency Procedures**

**In the event of an Emergency:**

1. Locate a person to stay with the injured athlete
2. Contact the Licensed Athletic Trainer (2213) and/or EMS (911).
3. Once EMS is called the appropriate staff will be sent including campus police.
4. Once the Licensed Athletic Trainer has responded they can make the appropriate decisions regarding the athlete's care.
5. If a Licensed Athletic Trainer is unavailable to respond contact the Emergency Medical System (911).

**Non-Emergency Situation:**
In the event that there is an athlete injured and the situation is not an emergency campus Police can be called for assistance to take the athlete to the appropriate clinic or hospital.

**Field and Building Access**

**Nelson Soccer Field:**
If an emergency occurs and a cell phone is available call 911 directly. If you do not have a cell phone send someone into the nearest building to call for EMS. The soccer field is located off of 13th Avenue and the parking lot east of Johnson Fieldhouse. A coach should stay with the athlete. Others can help direct the ambulance.

**Don and Nona Williams Football Stadium:**
If an emergency occurs and a cell phone is available call 911 directly. If no cell phone is available send someone to call from the nearest building. The stadium is located on South Broadway Street. A coach should stay with the athlete and others can help direct the ambulance.

**Baseball Field:**
If an injury occurs on the baseball field and a cell phone is available call 911. If no phone is available send someone to call from the nearest building. A coach should stay with the athlete. Others can help direct the ambulance. The baseball field is located at the end of 3rd Street.

**Outdoor Track/Football practice Field:** If an injury occurs on the field and a cell phone is available call 911. If no phone is available send someone to call from the nearest building which
would be the A.T. Room or the Rec Center. A coach should stay with the athlete. Others can help direct the ambulance. This field is located on the east side of 3rd Street.

**Softball Field:** If an injury occurs on the field and a cell phone is available call 911. If no phone is available send someone to the nearest phone. At Wakonda Park the closest facility and if they are at Stout it would be the rock climbing office just inside the south door.

**Hockey Arena:** If an injury occurs there is a phone up in the press box or at the concession stand. The coach should stay with the athlete and others can help direct the ambulance.

**Johnson Fieldhouse/Multi Purpose Room (Basketball/Volleyball):** If an injury occurs a cell phone, any office, or the athletic training room phone can be used to call 911. Remember to dial 9 to get an outside line. Players can help direct the ambulance and a coach should stay with the athlete.

Appendix
1. Nutrition Services
2. Equipment Check out
3. Authorization to Release Records
4. Modality Sign In Sheet
5. Medical History/Insurance
6. Summer letter
7. Initial Injury Evaluation
8. Athletic Injury Referral
9. Referral to Dr. McNally
10. Daily Treatment Log
11. Physical Exam Form
12. Emergency Information Card