

## **TRAINERS' DUTIES AND RESPONSIBILITIES**

The athletic trainer will be responsible to the campus principal and Director of Athletics.

### **Qualifications:**

1. Valid Athletic Trainer's License (LAT) issued by the Texas State Department of Health (required)  
or,  
obtain a Temporary Athletic Trainers License issued no later than August 1 by the Texas State Department of Health, which will be valid up until the first test date. (required)
2. Certified Athletic Trainer (ATC) by the National Athletic Trainers Association (NATA). (preferred)
3. Other certification required by the State of Texas Department of Health:
  - a. Current CPR Certification
  - b. Current First Aid Certification
4. Current Instructor Certification for CPR/First Aid

### **GENERAL STATEMENT OF POSITION**

The athletic trainers are exempt professional employees; contracts require trainers to work until the job is done to include: before, during, and after school, Saturdays and holidays. Trainers will be on duty to cover all school athletic practices, contests, major sports classes, middle school contests scheduled at the high school, daily treatments and all other duties as assigned by the campus principal and the Director of Athletics.

### **GUIDELINES FOR DAILY ROUTINE**

Both trainers will be on duty before school and through first period major sports, staffing the training room, covering practices and major sports classes. One trainer will staff the training room during lunch. Both trainers will be on duty during the last period major sports class and after school staffing the training room and covering all major sports classes and practices. One trainer will cover all home contests except varsity football where both trainers will be on duty at both home and away games unless there is another home contest at the same time. Additionally, both trainers will be on duty as required by the campus principal and Director of Athletics to include: before, during, and after school, Saturdays and holidays. Any deviation from this routine must have prior approval by the campus principal and the Director of Athletics.

### **GUIDELINES FOR REPORTING ABSENCES**

Trainers will use the EPISD TEAMS absences reporting system when they cannot report for duty. Trainers will inform their partner when they will not be able to report to work. Trainers will inform the campus principal and/or the Director of Athletics when they will be absent and the absence will leave a home scheduled contest or practice uncovered or a varsity football game with only one trainer.

### **GENERAL STATEMENT OF DUTIES**

Plans, coordinates, and supervises all components of athletic training program for student athletes. Provides a form of healthcare that includes the practice of preventing, recognizing, assessing, managing, treating, disposing of, and reconditioning athletic injuries under the direction of a physician licensed in the state of Texas. Complies with the responsibilities as specified in the Domains of the NATA Certified Athletic Trainer. Serves as a liaison between physicians, coaches, athletes and parents. Coordinates with the Director of Athletics and campus principal to ensure that the athletic training room and all required events have a trainer covering them.

## **ATHLETIC TRAINER REPOSIBILITIES**

- Establish and post training room hours (See Guidelines for Daily Routine). The training room will be staffed and available to athletes before school, during lunch and after school. The training room will also be open and staffed for treatments on Saturdays during football season and then on an as-need basis during other sports seasons.
- Divide trainers duties for all sports equitably to each other's satisfaction with the campus principal's approval. This should be accomplished no later than August 1<sup>st</sup> of each year.
- Provide trainer coverage for practices and all home contests to include middle school events played at the high school on a schedule determined by the Director of Athletics, as well as cover varsity and non-varsity contests in football, both home and away.
- Cover all post-season contests related to their campuses, and district, regional and state events as assigned by the campus principal and/or Director of Athletics.
- Cover EPISD sponsored major athletic events as assigned by the Director of Athletics.
- Travel with teams to out of town events as assigned by the campus principal or Director of Athletics.
- Distribute, review, and file UIL and EPISD mandated pre-participation physical examinations and participation paperwork on a yearly basis. These are to be filed in a secure place and confidentially maintained.
- Record and maintain records pertaining to treatment and disposition of injuries sustained by EPISD student athletes. This includes athletes from other schools participating on EPISD campuses. These are to be filed in a secure place and their confidentiality maintained.
- Record and maintain daily treatment records to include services provided to student athletes.
- Refer student athletes for medical treatment of injuries. Consults with parents before making medical referrals, except in cases of emergency. When making medical referrals, school personnel shall not refer students to specific physicians or medical groups.
- Properly, and in a timely manner, turn in insurance paperwork along with parent approvals to the athletic department.
- Inform coaches, on a daily basis, of injuries and the participation status of their student athletes.
- When possible notify the school nurse of all injuries to that school's student athletes. The trainer will notify the school nurse of any injury that may require the athlete to miss any school time.
- Have accessible at all practices:
  - a) water
  - b) adequately stocked training kits
- Provide water-filled coolers and ice for both the home and visiting team participants during home events. The only exception will be for varsity football games where each trainer will provide water and ice for their own team.
- Recruit, select, and instruct student trainers in sports medicine. Every effort should be made to assign at least one student trainer for each team.
- Establish a sports medicine team, to include a volunteer licensed physician, to help in the care of EPISD student athletes.
- Training room facilities are for the use of the training staff and injured athletes.
- Develop and implement an annual campus athletic training budget to be turned in to the athletic department.

- Routinely complete equipment safety checks, modify equipment to fit injuries, make recommendations regarding athletic equipment.
- In order for a student athlete to be released to participate in practices and games against the advice of the athletic trainer, the parent (s) (as used herein, “parent (s) means the parent (s) of, or person (s) standing in parental relationship to, a minor student, and in the case of an adult student, means the student himself/herself), must sign a Release for Participation and Acceptance of Responsibility form. Said form will be sent to the student athlete’s home upon request. If signed by the parents and returned, then the head coach may allow the student athlete to return to active participation in practices and games, given the consent of the parents. The completed form will be kept on file in the training room with copies being sent to the building principal, the head coach, and the athletic office. (This form may not be used once a doctor has advised the athlete not to participate.)
- Plan and implement a comprehensive athletic injury and illness prevention program.
- Administer first aid and emergency care for acute athletic injuries.
- Coordinate, plan, and supervise all administrative components of an athletic training program.
- Conduct classes in CPR/First Aid for EPISD employees as assigned by the Director of Athletics.
- Oversee, collect, and file CPR/First Aid certifications for all coaches on their campuses.
- Comply with all other duties and responsibilities as assigned by the campus principal and/or Director of Athletics.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned.

Superintendents’ Cabinet  
Approved by

October 16, 2006  
Date