



Indiana Institute of Technology

Sports Medicine Policy and Procedure Handbook

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Preface:

This Sports Medicine Handbook is a series of policies and procedures meant to define the role of the Athletic Training Services provided to the student athletes at Indiana Institute of Technology. This handbook is written to inform the Administration, Sports Medicine Team, Athletic Training Staff, Coaches, First Responders, and athletes. For ease of use this handbook is divided into section.

Personnel

Sports Medicine Team

The Sports Medicine Team at Indiana Tech includes a variety of individuals with a diverse background of medical experience and expertise. We as the Sports Medicine Team are committed to supporting and empowering the athletes at Indiana Institute of Technology to perform at their personal best. The following is a list of the Sports Medicine Team associated with Indiana Institute of Technology.

Team Physican:

Dr. Eric J. Jenkinson, MD

Qualifications Include:

- Licensed Physician
- Dr. Jenkinson is a non-operative musculoskeletal physician, specializing in sports medicine. He joined Orthopaedics Northeast in 2001, in the SportONE division, and is the medical director of PerformanceONE. Dr. Jenkinson is trained to treat a broad range of orthopaedic conditions. He is especially well suited to providing treatment and rehabilitation to young athletes with orthopaedic injuries, although he sees patients of all ages and with all musculoskeletal problems. Dr. Jenkinson also taught as an Associate Clinical Professor at Michigan State University. He continued his education with a Sports Medicine Fellowship at Ball Memorial Hospital/Central Indiana Sports Medicine, in Muncie, Indiana.
- Dr. Jenkinson enjoys a variety of community activities. During his medical training, he was a volunteer with Special Olympics, the Community Outreach Program, and for the Olympic swimming trials. He served as a team physician for Ball State University, Anderson University, and Grand Rapids Community College athletic programs. Dr. Jenkinson is a member of the American Medical Society of Sports Medicine, American College of Sports Medicine, American Association of Pediatrics, and is Board Certified in Pediatrics.

Responsibilities:

- Participates in Pre-Participation physical exams for Indiana Institute of Technology student athletes.
- Have office hours set aside for every Monday, Wednesday, and Friday for Indiana Institute of Technology student athletes.
- Examines referred athletes for assessment of injury, prescribes treatment/management of athletic injuries which is carried out by Indiana Institute of Technology Athletic Training Staff.
- Visits Indiana Institute of Technology Training Facility once a week to examine athletes with athletic injuries.
- Utilizes a Virtual Private Network to send dictated notes of diagnosis and surgical procedures of athletes to Training Room and to Primary Care Physicians.
- Refers athletes to a specialist when needed.
- Makes recommendations regarding the physical health of our student athlete at Indiana Institute of Technology.
- Responds to questions from coaches, athletic trainers, or athletes regarding conditioning, exercise, protective equipment and other related matters.

Head Athletic Trainer

Craig Dyer ATC/L., MBA

Qualifications Include:

- Full Time Athletic Trainer
- Certified by the NATABOC
- Licensed by the State of Indiana
- CRP/First Aid/AED Instructor

Responsibilities:

- Instructor of Prevention and Care of Athletic Injuries and First Aid.
- Work under the direction of Team Physician and Athletic Director.
- Assessment, treatment, and rehabilitation of student athletes in training facility.
- Counsel student athletes about health related topic.
- Supervise the daily operations of the training facility.
- Administer First Aid to all athletes.
- Attend home events and travel during post-season events.
- Communicates health issues with coaching staff and Team Physician.

Assistant Athletic Trainer

Brian Raypole ATC/L

Qualifications Include:

- Full Time Athletic Trainer
- Certified by the NATABOC
- Licensed by the State of Indiana
- CPR/First Aid/AED Certified

Responsibilities:

- Work under the direction of Team Physician, Athletic Director, and Head Athletic Trainer.
- Assessment, treatment, and rehabilitation of student athletes in training facility.
- Counsel student athletes about health related topics.
- Keeps records of student athlete athletic participation forms.
- Administers First Aid to all athletes.
- Attend all home events and travel during post-season events.
- Communicates health issues with coaching staff and Team Physician.

Graduate Assistant

Kim Campbell ATC/L

Qualifications Include:

- Full Time Athletic Trainer
- Certified by the NATABOC
- Licensed by the State of Indiana
- CPR/First Aid/AED Certified

Responsibilities:

- Work under the direction of Team Physician, Athletic Director, and Head Athletic Trainer.
- Assessment, treatment, and rehabilitation of student athletes in training facility.
- Counsel student athletes about health related topics.
- Keeps records of student athlete athletic participation forms.
- Administers First Aid to all athletes.
- Attend all home events and travel during post-season events.
- Communicates health issues with coaching staff and Team Physician.

Criteria for Participation

Athletes may be cleared for participation when they have the following forms and information completed and turned into the athletic training office.

Pre-Participation Physical Exams: All Indiana Institute of Technology student athletes who are freshman or transfer students must have a full physical exam by a Licensed Physician prior to participating in any practice or competition.

- All **incoming freshman must** have a physical prior to the first official practice. This should be done through a family physician, orthopedic specialist, or other qualified health care provider prior to their arrival to school.
- **Transfer athletes** should acquire a copy of the physical form from the athlete's previous institution. If the copy of the 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 at one of the local health clinics here in town. If the athlete is willing to sit out a few practices Dr. Jenkinson will give the athlete a physical exam for free when he visits our training facility once a week.
- **Returning athletes** do not need to get a new physical at the beginning of the year. However, they will receive a free physical screen during their junior year from our team physician.

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

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

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

Insurance Form: All Indiana Institute of Technology student athletes who are freshman or transfer students must complete an insurance form, and turn it into the Athletic Training office to be able to participate in athletic activities.

- If the athlete has a change of insurance information they should visit the training room and fill out a new form.

Proof of Insurance: Indiana Institute of Technology has health insurance that may be **purchased** from the business office on a semester basis. Prior to any participation all athletes must show proof of insurance and must provide the Sports Medicine team with current information on their insurance policy. Student athletes should check with their insurance provider to make sure that they are covered while at Indiana Institute of Technology. If they are not they will need to purchase the schools insurance to participate in athletics. Any questions about insurance should be directed to Linda Rupp 260-422-5561 extension 2302.

Student Acknowledgement Form: All Indiana Institute of Technology student athletes who are freshman or transfer students must complete an Student Acknowledgement form, and turn it into the Athletic Training office to be able to participate in athletic activities.

Consent to Treat and Hippa Form: All Indiana Institute of Technology student athletes will be given information on HIPPA (Health Insurance Portability and Protection Act) and Consent to Treat form at their first team meeting. These forms must be completed and turned into the Athletic Training office to be able to participate in athletic activities.

Failure to **not** have a completed physical, insurance information, Student Acknowledge form, Consent to Treat, and HIPPA form turned into the Athletic Training office prior to the beginning of team activity will result in athlete not being able to participate in **any** team activities.

The Sports Medicine Team at Indiana Institute of Technology will review all the information in confidentiality and reserves the right to question the athlete, and/or medically disqualify an individual form play as necessary.

Responsibility of 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 and conditioning training to prevent any injuries.

Practice or Game Change: Please inform the Sports Medicine Staff of any changes in your schedule. Time, equipment and manpower from the athletic training room go into preparation for practice 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 Sports Medicine staff.

Facility

Hours of Operation: The Athletic Training Room operating hours for games and events will be 1 hour before the start of the event and will close 30 minutes after the finish of the game. **Usual** hours of operation will be 9:30am till 3:00pm (in the fall) with the last appointment being at 15 minutes till 3:00pm. We will then be covering men's a women's soccer practice at an off-site location. Hours for the winter will be 9:30am till 2:00pm with the last appointment being at 15 minutes until 2:00pm. We will then be covering men's and women's basketball. Spring hours will be 9:30am until 3:00pm with the last appointment being 15 minutes before 3:00pm. We will then be covering men's baseball and women's softball. Hours will and can change due to changes in practice schedule and other events.

Services: The Athletic Training Room services will be provided for Indiana Institute of Technology practices and competitions. Additional services i.e. AAU, High School events will have to hire out services if they desire.

Office Closings: The training room will be closed on any day when Indiana Institute of Technology is not in session.

Policies and Procedures for Training Room

1. No treatment will be given before an injury is evaluated.
2. Injuries should be reported that day.
3. Athlete must sign in treatment log before being treated and sign up for rehab times.
4. Appropriate clothing must be worn- shorts, shirts.
5. No self treatments will be given or taping besides wrists.
6. If you are not getting evaluated or treated you will not be in the training room.
7. No chewing tobacco in the training room.
8. No food or drink with the exception of water is allowed in the training room.
9. Do not wear shoes on the treatment tables.
10. Shower before being treated.
11. No cleats of any kind.
12. Do not take any equipment from the training room.
13. Pick up after yourself.
14. If you are going to miss an appointment please call ahead. We block out periods of time to work with you one on one.
15. Missing an appointment without calling is grounds to not receive future treatment from athletic training staff.
16. Treat Athletic Training Staff with respect.
17. Do not expect to get evaluated right before practice or games.
18. We do not dispense pain medication to anyone.
19. We do not diagnose colds or illnesses, we will however refer you to a local doctor to seek treatment.

Practice and Event Coverage

Traditional season practices: Coverage priority will be given to those sports that traditionally have a greater risk of traumatic injury. Every attempt will be made to provide coverage at all traditional season practices based on staffing and schedules with a ATC/L. The Athletic Trainer will usually be located in the 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 practice or games. If an injury occurs to a varsity athlete, notify one of the ATC/L and we will provide care as needed. Athletes may utilize the Athletic Training Room during regularly scheduled hours for treatment and rehabilitation. 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/WHAC guidelines. A host athletic trainer will be present at all events to provide service for both teams. They are there for the health and safety of ALL athletes. If one of your athletes would get hurt, they will provide you with an evaluation and state the best interest of that athlete. It is then your decision whether to play that athlete or not. It is your choice to take the advise the ATC/L, but if you go against the advise of that ATC/L you are then liable for the Athlete's condition.

Special Circumstances: We will travel with all teams in the post season; we will not travel with teams during the regular season because athletic training coverage will be provided by the home team.

Emergency Procedures

In the event that an injury should occur in the absence of an 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 Athletic Trainer. If the coach perceives the situation as a life-threatening emergency situation, he or she should call 911 and explain the situation. When it is practical to do so, the coach must notify the Athletic Trainer of the situation.

In the event of a life-threatening emergency:

1. Locate a person to stay with the athlete.
2. Call 911 (Emergency Medical Services)
3. Call the Athletic Trainer
4. Provide care to the injured athlete, *if you are trained in First Aid/CPR/AED.*
5. Stay with the athlete until more advanced medical personnel arrive.

Non-Emergency situation:

In the event that there is an athlete injured and the situation is not an emergency contact the Athletic Trainer at X2322 or on their Cell Phone. Arrange for the athlete to be taken to the Training Room for evaluation.

Field and Building Emergency

On Campus Emergency:

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 911. The soccer field is located off of East Washington Blvd with a parking lot off of Andofer Commons. A coach should stay with the athlete. Other will direct ambulance.

Baseball 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 911. The baseball field is located at the corner of Anthony Blvd and East Washington Blvd with a parking lot off next to the field house. A coach should stay with the athlete. Other will direct ambulance.

Softball 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 911. The softball field is located off campus at Memorial Park. The location is between East Washington Blvd and Maumee coach should stay with the athlete. Other will direct ambulance

Schaffer Gymnasium

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 911. The gymnasium is located off of East Washington Blvd with a parking lot off of Andofer Commons. A coach should stay with the athlete. Other will direct ambulance.

