



**Sterling College
Athletic Training Education Program
Policy and Procedure Handbook**

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NATA Code of Ethics

Preamble

The Code of Ethics of the National Athletic Trainers' Association has been written to make the membership aware of the principles of ethical behavior that should be followed in the practice of athletic training. The primary goal of the Code is the assurance of high quality health care. The Code presents aspirational standards of behavior that all members should strive to achieve.

The principles cannot be expected to cover all specific situations that may be encountered by the practicing athletic trainer, but should be considered representative of the spirit with which athletic trainers should make decisions. The principles are written generally and the circumstances of a situation will determine the interpretation and application of a given principle and of the Code as a whole. Whenever there is a conflict between the Code and legality, the laws prevail. The guidelines set forth in this Code are subject to continual review and revision as the athletic training profession develops and changes.

Principle 1:

Members shall respect the rights, welfare and dignity of all individuals.

1.1 Members shall not discriminate against any legally protected class.

1.2 Members shall be committed to providing competent care consistent with both the requirements and the limitations of their profession.

1.3 Members shall preserve the confidentiality of privileged information and shall not release such information to a third party not involved in the patient's care unless the person consents to such release or release is permitted or required by law.

Principle 2:

Members shall comply with the laws and regulations governing the practice of athletic training.

2.1 Members shall comply with applicable local, state, and federal laws and institutional guidelines.

2.2 Members shall be familiar with and adhere to all National Athletic Trainers' Association guidelines and ethical standards.

2.3 Members are encouraged to report illegal or unethical practice pertaining to athletic training to the appropriate person or authority.

2.4 Members shall avoid substance abuse and, when necessary, seek rehabilitation for chemical dependency.

Principle 3:

Members shall accept responsibility for the exercise of sound judgment.

3.1 Members shall not misrepresent in any manner, either directly or indirectly, their skills, training, professional credentials, identity or services.

3.2 Members shall provide only those services for which they are qualified via education and/or experience and by pertinent legal regulatory process.

3.3 Members shall provide services, make referrals, and seek compensation only for those services that are necessary.

Principle 4:

Members shall maintain and promote high standards in the provision of services.

4.1 Members shall recognize the need for continuing education and participate in various types of educational activities that enhance their skills and knowledge.

4.2 Members who have the responsibility for employing and evaluating the performance of other staff members shall fulfill such responsibility in a fair, considerate, and equitable manner, on the basis of clearly enunciated criteria.

4.3 Members who have the responsibility for evaluating the performance of employees, supervisees, or students, are encouraged to share evaluations with them and allow them the opportunity to respond to those evaluations.

4.4 Members shall educate those whom they supervise in the practice of athletic training with regard to the Code of Ethics and encourage their adherence to it.

4.5 Whenever possible, members are encouraged to participate and support others in the conduct and communication of research and educational activities that may contribute knowledge for improved patient care, patient or student education, and the growth of athletic training as a profession.

4.6 When members are researchers or educators, they are responsible for maintaining and promoting ethical conduct in research and educational activities.

Principle 5:

Members shall not engage in any form of conduct that constitutes a conflict of interest or that adversely reflects on the profession.

5.1 The private conduct of the member is a personal matter to the same degree as is any other person's except when such conduct compromises the fulfillment of professional responsibilities.

5.2 Members of the National Athletic Trainers' Association and others serving on the Association's committees or acting, as consultants shall not use, directly or by implication, the Association's name or logo or their affiliation with the Association in the endorsement of products or services.

5.3 Members shall not place financial gain above the welfare of the patient being treated and shall not participate in any arrangement that exploits the patient.

5.4 Members may seek remuneration for their services that is commensurate with their services and in compliance with applicable law.

Reporting of Ethics Violations

Anyone having information regarding allegations of ethical violations, and wishing to supply such information to NATA, shall supply this information, with as much specificity and documentation as possible, to NATA's Executive Director or Chair of the Ethics Committee. Information need not be supplied in writing, and the reporting individual need not identify him or herself. Information, however, that is too vague, cannot be substantiated without the assistance of the reporting person, or information where, in the opinion of the NATA Executive Director or Ethics Chair, there is no need for anonymity for the reporting individual will not be forwarded for action by the committee.

An individual may report information on the condition that the individual's name or certain other facts be kept confidential. NATA may proceed with an investigation subject to such a condition; however, NATA must inform the reporting individual that at some point in the investigation NATA may determine that it cannot proceed further without disclosing some of the confidential information, either to the applicant or member under investigation or to some other party. A reporting individual, upon receiving this information from NATA, may decide whether or not to allow the information to be revealed. If the reporting individual decides that the necessary information must remain confidential, NATA may be required to close the unfinished investigation for lack of necessary information. Individuals are strongly encouraged to provide relevant information, with as much detail as possible, in writing to:

NATA

Ethics Investigations
2952 Stemmons Parkway
Dallas, TX 75247-6196

STUDENT POLICIES AND PROCEDURES

Sterling College Athletic Training Student Supervision and Regulation

898 IAC-1-1-9

“Supervision’ means personal verbal contact at the site of supervision between the athletic training student and the supervising athletic trainer who is certified by the NATBOC and who plans, directs, observes, and evaluates the athletic training students’ experience. IAC-1.4-1.b” An athletic trainer who is supervising an athletic training student’s education experience shall afford supervision adequate to assure (following stated written and verbal direction) that the student performs his or her tasks in a manner consistent with IC 25-1-9, IC 25-5.1, and this title. An athletic trainer who is supervising an athletic training student must be recognized as an athletic trainer at the setting where the athletic training student is attaining athletic training experience hours. The supervising athletic trainer must maintain a record of each student’s experience hours.

Athletic Training Students

To achieve this status the student must be accepted through the official application process of the SC Athletic Training Education Program. As an athletic training student, the student will progressively become more active in the program as proper experience and knowledge are gained. The athletic training staff will assign all students various responsibilities. A student may be given more responsibility than another as his/her knowledge, skill level, and attitude. Students are not to perform tasks or skills that they have not receive formal classroom or clinical instruction.

Athletic training students should maintain professionalism in regards to relationships with athletes on the team to which they are observing. Problems with this policy are to be directed to the athletic training staff.

Relationships with coaches and staff ATCs are very important and require good communication skills to be successful. The coach should be provided with appropriate information (i.e., coaches’ report) concerning injured athletes, giving the coach ample time and information to plan for both games and practices when possible. Ultimate authority lies with the staff certified athletic trainers when regarding the safety of athletes. Communication with the staff ATC is crucial for effective management of a team.

SC has the opportunity of working with Pinnacle Sports Medicine, who provides a team physician. The physician visits once a week to evaluate new injuries, follow up with previous injuries, and release the athlete when ready. The athletes’ certified athletic trainer will present the physician with a brief history of the injury, remain until the physician’s evaluation is complete, and carry out exercise or rehabilitation procedures provided by the physician. The athletic training student is encouraged to interact and observe in the physicians evaluation.

Athletic training students should maintain confidentiality at all times. Athletic training students are not to share information regarding athletes with general students, athletes, professors/instructors, or friends. Information concerning the athlete's injury is private and should not be shared without consent from that athlete.

Dress Code

Appearance is a non-verbal communicator of your professional attitude. As a result, all athletic training students will be expected to dress according to the occasion (as listed) and maintain appropriate personal hygiene (cleanliness and haircuts within reason).

During practices, athletic training students should wear attire that is comfortable to work in as long as it is clean/functional and not torn or revealing.

- Shirts (T-shirts, polo shirts with sleeves or sleeveless, or sweatshirts) must have the SC Athletic Training logo or be a SC athletic apparel.
- Pants, shorts, warm-up nylons, or casual slacks must be khaki, navy blue, black, gray, or red and must have pockets. Capri pants with a finished/cuffed ends are acceptable.
- Hats and visors are acceptable for outdoor sports if they display the SC logo.
- Shirts must be tucked into pants.
- Socks must be worn with functional shoes.
- No obvious or flagrant piercing; we reserve the right to make that judgment
- NO JEANS, NO SANDALS, NO EXCEPTION!

The following criteria must be followed for Volleyball and Men's and Women's Basketball games:

- Casual business dress attire must be worn (collared shirts for men).
- Jeans are not allowed.
- Tennis shoes and high heels are not allowed.

Adjustments can be made for outdoor practices during inclement weather. Travel dress is consistent with specific team requirements.

Show others that you take athletic training seriously by dressing professionally. By earning the respect of others, you also gain their trust and confidence in your work.

Athletic Training Student Participation Policy

Athletic training students are not permitted to participate more than 20 clock hours per week in the training room(s) or with a team. Students desiring to work more than 20 hours per week (to complete hours towards a practicum, clinical, etc.) must receive permission from the ATEP program director to work beyond to allowed hours. Student hour logs are consistently monitored by the ATEP program director to avoid a student from being "overworked" or "burned out" and stay within the recommended 20 hours per week.

Student and ACI Assignments

The field experience assignment is based on your completion of educational competencies, level within the ATEP, quality of work, dedication to the profession, and desire, not on the number of hours spent in the training room. All students will have the opportunity to experience a high and low-risk male and female sport assignment. The following duties are expected to be followed by the athletic training student during their clinical rotations:

1. Attend all practices during the season, which may include coverage over school breaks (i.e. Fall, Thanksgiving, Christmas, Spring, and January term) unless otherwise excused by the supervising certified athletic trainer.
2. Attend all home contests as scheduled
3. Assist the ACI with injury prevention, evaluation, treatment and rehabilitation with the athletes or patients in which they work with
4. Communicate daily with the ACI working you are assigned to, concerning the health and status of the athletes
5. Assist the staff certified athletic trainers in completing a follow-up on the athletes once their season is over
6. Make sure all injury reports and physician dictation sheets are placed in the appropriate file and properly recorded
7. Make sure all S.O.A.P. notes are kept up-to-date

When assigned to an ACI and their respective sport, secure a contest schedule as early as possible and notify instructors of which classes you will be missing. Do this at the beginning of the season or semester, not the day before you will miss class. You are part of the link in communication with the staff certified athletic trainers, coach, and athlete. Keep staff certified athletic trainers informed of changes in practice plans, travel plans and INJURIES. We will do our best to return this courtesy to you.

1. Assigned athletic training students will attend practices and events unless arrangements are made with a staff certified athletic trainer.
2. The student athletic trainer shall be in the training room with adequate time allowed for treatments before and after practice/games.
3. No athlete should be late for practice because they are still being treated in the training room. Assist your ACI in informing all athletes receiving treatment prior to practice to arrive in the training room long enough in advance to allow sufficient preparation time. **Do not** start treatment on an athlete after the practice has started without approval from the staff ATC.
4. No athlete can participate with out a physician's physical.
5. Athletic training students are to assist their ACI by having insurance information forms completed and copied for team travel.

6. Student athletic trainers are to assist their ACI with keeping team's files and record keeping up-to-date. This includes appropriate injury reports, S.O.A.P. notes, and rehabilitation records.
7. Once at their clinical rotation site, Athletic training students are not to leave the area unless there is an emergency or as directed by their ACI.
8. Athletic training students are responsible for introducing themselves to visiting team athletic trainers (student or certified) and providing them with supplies (within reason) and help as needed. This includes checking after the contest.
9. Athletic training students are to be attentive during clinical rotations and are not to do school work at those times.

First Aid Responder/ Injury Management Policy

Athletic training students will be faced with injury situations that are above the scope of First Aid skills. You are expected to function in a first aid responder/triage capacity in these situations and seek the advice from a staff certified athletic trainer, team physician, or refer to the nearest medical facility at the earliest opportunity. Expired First Aid cards would limit the student even further in the treatment and management of athletic injuries. Phone numbers of all athletic training staff and the team physician should be available to athletic training students during all clinical rotations. No electrical modality treatment or rehabilitation should take place without a certified athletic trainer present. Athletic training students are allowed to apply appropriate modalities only after they have successfully mastered these skills in both their classroom and practicum courses.

NO ATHLETIC TRAINING STUDENT SHOULD PERFORM PROCEDURES FOR WHICH THEY LACK ADEQUATE SKILLS, KNOWLEDGE, AND PROFICIENCY.

Staff certified athletic trainers are accessible at all times, and students are expected to utilize the expertise of the athletic training staff when making decisions regarding medical care of their athletes.

Preparation for Home and Away Events

Home Events

Outdoor Events:

4, five or ten (depending on event) gallon water coolers
2 ice chests
200 cups for visiting team
1 set of crutches
1 knee immobilizer
1 bag of vacuum splints
Kit

Indoor events:

2, ten gallon water coolers on carts
2 ice chests
200 cups for visiting team
2 biohazard containers
2 trash cans/bags
Kit

Away Events

1 small ice chest
1 set of crutches
1 knee immobilizer
Water Bottles
Kit

Athletic Training Kit Supply List

Acetaminophen	Ibuprofen	Lip balm
Adhesive remover pads	Sam's splint	Insect bite swabs
Alcohol prep pads	Save-A-Toot	Zinc oxide
Sling	Mirror	Bacitracin
Shark tape cutters	Anti-diarrhea	Betadine
Hydrogen peroxide	Biohazard bags	Scissors
Pre-Wrap	Blood pressure cuffs	Skin lube
Saline solution	Contact case	Sterile gauze pads
Pad and pen for notes	Cotton tipped applicators	Steristrips
Mole skin	Elasticon tape	Stethoscope
Nose plugs	Pen light	Misc. padding
Heel cups	Hydrocortisone	Visine
Heel and lace pads	Eye pads	Gloves (latex)
Eye glare	Tape (1/2", 1", 1 1/2", 2")	Sun block
Extra ice bags	Thermometer	Tuff skin
Thermometer covers	Nasal decongestants	Flex-I-Wrap
Finger splints	Tongue depressors	Tinactin
Flex All sports analgesic	Elastic bandages	
Bandages (3" x 4", knuckle, extra large bandages)		

Subungal hematoma remover
Sharp's kit (scalpel, fingernail clippers, etc.)

Emergency Action/Plan

Proper Prior Preparation Prevents Poor Performance

Emergency Action

- A. Primary Assessment
 - 1. Airway and cervical spine(A of ABC's)
 - 2. Breathing (B of ABC's)
 - 3. Circulation – bleeding (C of ABC's)
 - 4. Level of Consciousness (LOC)
 - 5. Expose and examine

- B. Secondary Survey
 - 1. Vital signs
 - a. Pulse
 - b. Respiration
 - c. Blood Pressure (BP)
 - d. Temperature
 - e. Pupils
 - 2. Head to toe examination
 - 3. Recheck of vital signs

Emergency Plan

- A. Delegate medical staff person to call the Emergency Response System (EMS)
[Emergency Response: 911]
- B. Designated Caller Procedure:
 - 1. Give appropriate information to the operator (location and street names, phone number of location, problem(s), how many involved, treatment being given)
 - 2. Stay on the line until the operator says that it is o.k. to hang up the phone
 - 3. Provide a way for easy access for the ambulance (open gates, etc.)
 - 4. Position individuals to help direct the ambulance to the scene

Phone Numbers

- A. Athletic Training Program Director's Office – X393
- B. Gleason Athletic Training Room – X338
- C. Athletic Office – X335
- D. Pinnacle Sports Medicine – 620-662-6000
- E. Medical Center of Sterling – 278-2123
- F. Lyons Medical Clinic – 257-5124

Universal Precautions Policy

As a member of the SC Athletic Training Education Program, you are required to practice Universal Precautions under the strict guidelines set forth by OSHA. Every precaution must be taken to ensure the health and safety of you and the athletes. These are the guidelines you are expected to follow while you are associated with our program, as well as participating in the annual Blood Borne Pathogen in-service:

1. Wear vinyl or latex examination gloves whenever touching open skin, blood, and body fluids, of mucous membranes. Do not reuse gloves.
2. Wash your hands with soap and water immediately after they have been exposed to blood or body fluids, even if you wore gloves.
3. All surfaces (e.g. counter tops, tables, etc.) must be thoroughly washed after being soiled with blood or body fluids. Use a 10% household bleach solution or a commercial disinfectant.
4. Place all used sharps in a special container.
5. Place all discarded medical waste in a specially labeled "biohazard waste" container located in the Training Room.
6. When you are working with an outdoor sport and have medical waste to dispose of, place it in a plastic bag and then discard it into the proper bio-hazardous waste container upon your return to the facilities.
7. Do not allow the athletes to share towels that have been contaminated with blood of body fluids.
8. Discard towels and clothing that have been contaminated with blood or body fluids in to a separate receptacle. Do not put them in the laundry with the other soiled towels.
9. Be sure that all athletes' wounds are well covered before practice or competition.
10. If you have an open wound, especially if it is on your hands, avoid providing first aid care to injuries that involve bleeding or body fluids until your wound has healed. If you must do so, be sure to wear vinyl or latex examination gloves.

Training Room Rules & Procedures

This training room represents you, your major and your future profession; therefore, it should be run and taken care of in a professional manner at all times.

1. When an athlete comes into the training room, find out what they need, and then see that it is taken care of in the appropriate manner. If you are not sure how to administer the taping, treatment or rehabilitation program, find an upperclassman or staff certified athletic trainer to assist you. All injuries should be reported and treatment should be discussed with the athletic training staff.
2. Make sure all treatment/rehabilitation activities are entered into the treatment log.
3. It will be the athletic training student's responsibility to learn how to provide all the various treatments and to understand the physiological basis of the treatment so that you may explain to the student athlete as needed.
4. It is your responsibility to observe injury evaluations performed by the athletic training staff. Ask questions at an appropriate time.
5. During the periods of inactivity while in a clinical rotation athletic training students are encouraged to practice those clinical skills associated with that or those that pertain to that clinical rotation.. Learn the location of equipment and supplies in the training room and storerooms.
6. If you cannot work your assigned times, it is your responsibility to call and inform the athletic training staff immediately so adjustments may be made.
7. Students shall administer treatments using modalities with proper clearance from the ACI. Visiting teams' athletic training students **MUST** have modality "permission to treat" forms signed by the visiting teams' ATC.
8. Assist the athletic training staff with various assignments and errands in daily procedures involved in keeping the training room operable.
9. Learn sports medicine and athletic training by:
 - a. observation of staff certified athletic trainers, team physician and other medical personnel,
 - b. Asking questions, and
 - c. Personal study either outlined by athletic training staff or initiated by the students themselves.
10. Review daily duty checklists.
11. Allow no one to be in the training room without personal supervision.
12. The training room is a medical facility and should be treated as such.

13. Do not allow anything to be taken from the training room without an athletic training student's or staff certified athletic trainer's permission. The item should be checked out through the equipment check out procedure.
14. Allow no one to help themselves to supplies or medications.
15. Allow no one to give treatments to themselves; all treatments must be set up and supervised by the ACI. All of our equipment is hazardous to someone who is inexperienced in using it and too expensive to be abused.
16. Do not allow any horseplay, visiting, loitering, swearing or shouting to take place. There should be a reason for being in the training room.
17. Allow no one use of the telephone for personal reasons, unless it is an emergency or they have received permission.
18. All student athletic trainers should be dressed in appropriate attire while on duty.
19. Do not leave the training room office open if you will be away for any amount of time.
20. Always let someone know where you are if you are not going to be in the training room.
21. Do not allow cleats or spikes in the training room(s).
22. Do not allow any towels to be taken from the training room by athletes, unless permitted by the athletic training staff.
23. An injured area must be cleaned before placing it in the whirlpool.
24. Do your best to keep the facility clean and neat.
25. Instruct all athletes to dress appropriately while in the training room. T-shirts must be worn for ice bath treatments. Do not allow athletes to store their bags or other nonessential personal items in the training room.
26. Drain the whirlpools at the end of every day and sanitize.
27. Wear gloves whenever you work with bodily fluids and wash your hands after working with each individual. Dispose of products that have blood in their properly marked containers.

Telephone Protocol

1. Answer "Training Room, (your name), speaking" for on-campus calls.
2. Answer "Sterling College Athletic Training, (your name), speaking" for off-campus calls.
3. When the caller asks to speak to someone ask if you may tell him/her who is calling; **"May I tell him/her who is calling please?"** After they give you their name say **"thank you, I will try to get him/her for you."**
4. If the person is not available ask the caller: **"Will you please tell me who, when and what number to call and he/she will be more than happy to get back with you."**

5. If you go to look for the person, only look for a minute and return to the caller. Before you leave tell the caller, “**I am going to look for (the person).**” Do not leave the caller waiting more than two minutes.

All athletes must ask for permission to use the phone. This is a business phone and needs to be available for emergencies. There are other phones available to students in the Wellness Center.

Training Room Schedule

The training rooms will be open to athletes Monday through Saturday. Times will be posted outside the Athletic Training room. For any rehab needed, the athlete is responsible for signing up for a time to do their rehabilitation. The training room will be open as long as teams that are IN SEASON are practicing. The training room will be open 1 ½ hours prior to home events.

NAIA Inclement Weather Guidelines

The NAIA certified athletic trainers are committed to providing the best environment for safe competition. A means of providing this environment is the development of an Inclement Weather Guideline for outdoor events. By establishing such guidelines, each member institution ensures the safety of all student-athletes, coaches, support staff, medical staff, and spectators both at home and away events within the NAIA.

The process of creating an effective guideline or policy involves more than determining that thunder and lightning are dangerous. The document must also be clear and concise, including (but not limited to):

- A chain of command
- A detailed time of evacuation
- Specific safe shelter areas for each sport
- Delayed time for return to play

The NAIA recommends the following guidelines be used when developing a written Inclement Weather Guideline or Policy for the institution:

- I. Monitor weather condition and be ready to activate the chain of command
- II. When thunder or lightning is observed, suspend activities with a Flash to Bang count of **30 seconds or less** (when the storm is 6 miles away).
To use the Flash to Bang count, count the seconds from the time of lightning is sighted to when the clap of thunder is heard. Divide this number by five to obtain how far away (in miles) the lightning is occurring. (Ex. 20 second count = 4 mile distance, 25 second count = 5 mile distance, etc.)
- III. Leave the athletic fields and seek SAFE shelter areas – IMMEDIATELY!
Safe shelter areas:
 - Enclosed buildings

- Fully enclosed metal vehicles with windows up
- Low ground areas (ex. bottom of a hill, clumps of bushes, etc.) as a last resort

Unsafe shelter areas:

- Open fields
- Golf carts/ gators
- Metal bleachers (on or under them)
- Fences
- Umbrellas, light poles, flag poles
- Tall trees
- Pools of standing water

AVOID the following activities:

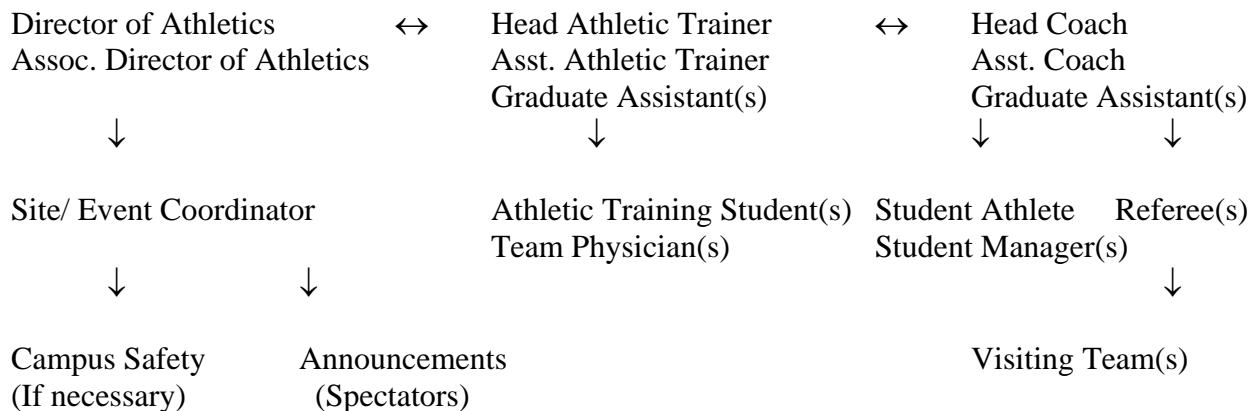
- Showers
- Telephones (except cellular)
- Use of electrical outlets/ machines
(Ex. hair dryers, computers, TV/ VCR, fax)

If you feel your hair standing on end, and/or “crackling noises” – you are in lightning’s electric field. IMMEDIATELY assume a crouched position: arms around knees, head tucked, and only the balls of your feet touching the ground.

- IV. Resume activity 30 minutes from the last sight of lightning and sound of thunder.
- V. Activate the Emergency Action Plan if someone is struck by lightning.
A person struck by lightning **does not** carry an electrical charge; immediately initiate the emergency action plan and begin the primary survey.

Once a written Inclement Weather Guideline is in place, share it with those individuals or groups most effected (athletic department, athletes, parents, campus safety, team physician(s), EMT’s, etc.). Through education and awareness of this guideline, effective and efficient actions will be taken in the event of inclement weather. This ultimately leads to providing a safe environment for all student-athletes, coaches and staff!

Inclement Weather Chain of Command



REFERENCES

Bennett BL. A Model Lightning Safety Policy for Athletics. Journal of Athletic Training. 32(3): 251-253, 1997.

National Lightning Safety Institute, 891 North Hoover, P.O. Box 778, Louisville, CO, 80027 (Internet: <http://www.lightningsafety.com>).

National Severe Storms Laboratory, NOAA, 1313 Halley Circle, Norman, Oklahoma, 73069. 1998-99 NCAA Sports Medicine Handbook, pp. 12-14.

Stenger A. Keep Lightning Out of the Game. The Physician and Sports Medicine. 19: 18-19, 1991.

Walsh KM, Hanley MJ, Graner SJ, Beam D, Bazluki J. A Survey of Lightning Policy in Selected Division I Colleges. Journal of Athletic Training. 32(3): 206-210, 1997.

NAIA Substance Abuse Program

The NAIA is dedicated to promoting and preserving the integrity of athletics for the benefit and welfare of student athletes. Consistent with that goal, the NAIA is concerned about and resolved to support definitive actions designed to assist student athletes striving to cope with escalating substance abuse problems in our society. These substance abuses center on drugs, alcohol, tobacco and smokeless tobacco.

Substance abuse is a major societal problem, which demands the attention of all segments of society, in particular the education community. The magnitude of the problem compels this Association to accept the responsibility to provide leadership in educating student athletes who may be using or may be under pressure to use these substances.

While maintaining institutional autonomy and individual institutional control, the NAIA is committed to establishing and monitoring requirements which will have a positive impact upon the substance abuse problem as it relates to athletics and, more specifically, to student athletes. Through this national policy on substance abuse the NAIA desires to communicate a concise message to student athletes and to other concerned segments of society. The NAIA is committed to facing the issue of substance abuse among student athletes in a positive, forceful, and straightforward manner. We are determined to bring all available educational resources to bear upon the issue in a caring, yet definitive mode. Therefore, member institutions will be required to undertake the following actions.

- A. Each institution will develop a philosophy statement which expresses the institution's position on substance abuse as it relates to student athletes, describes the institution's substance abuse education program and delineates the institution's program for evaluating the effectiveness of the education program. Student athletes should receive a copy of the philosophy statement prior to signing a letter of intent or prior to participation for those not contracted before enrolled. An official copy of this document must be on file in the NAIA National Office.
- B. Each institution will establish a substance abuse education program requiring active involvement of all participating athletes. Institutional programs should be coordinated by the health services department or the counseling department and should utilize all available resources, both on and off campus.
- C. Each institution will institute an evaluation program for the student athlete participation and the expectations of the college or university for each athlete's standard of behavior.
- D. Each institution will develop a statement of philosophy on student athlete participation and the expectations of the college or university for each athlete's standard of behavior.

- E. Each institution will file an annual report describing results of the substance abuse education and evaluation program prior to September 1 each fall. Official institutional reports will be confidential. The official report form will be prepared by the NAIA National Office staff in cooperation with the National Athletic Trainer's Association.
- F. The NAIA National Office staff shall review institution reports and, in cooperation with the National Athletic Trainer's Association, prepare a comprehensive annual report and make recommendations for considerations by the Council of Presidents and the Council of Athletics Administrators.
- G. Institutions shall have their intercollegiate athletics programs declared ineligible for post-season competition until a statement of philosophy and the NAIA Substance Abuse Certification of Compliance form are on file with the NAIA National Office.

SUBSTANCE ABUSE POLICY ON POSTSEASON COMPETITION

Any NAIA student suspended for substance abuse by a national or international sports governing body, or by any amateur sports governing body, shall not be allowed to participate in any NAIA-approved post-season competition during the imposed period of suspension.

ALCOHOL AND TOBACCO PRODUCTS

The use of alcohol, tobacco or tobacco products is not permitted by participants, coaches, cheerleaders, athletic trainers, game administrators, or officials in the playing areas during all NAIA sanctioned competition and practices for such competition. The institution's coaching staff, event games committee, administrator or host site coordinator (as applicable) shall enforce this policy through the following steps.

- A. On the first offense, the individual(s) shall receive an official warning.
- B. A second offense will cause expulsion from the game, tournament or event.

Member institutions are strongly encouraged to adopt this policy for all regular season practice and competition.

MEDICAL RECORDS

Medical records for active student athletes will be kept in the office of the Head Athletic Trainer. These records will be secured in a locked file cabinet in the Head Athletic Trainers office and organized in alphabetical order. These medical files will contain a student athletes: pre-participation examination, insurance information, emergency contact information, injury reports, medical treatment reports, rehabilitation reports, assumption of risk form, immunization records, and release or denial of information form. Access to these records will be given only by permission of the Head Athletic Trainer or staff ATCs. ATs will be given permission to access and use the medical records for educational purposes only with permission of the Head Athletic

Trainer or Program Director. Confidentiality agreements must be maintained. Any information located within a student athletes file that is released with out permission of the student athlete in the form of a completed medical release of information form will be a violation of the confidentiality agreement and disciplinary action will be taken.