5. ATHLETIC TRAINING SERVICES

A. INTRODUCTION

The Certified Athletic Trainer (ATC) provides a myriad of services to the Department and the student-athlete. These include, but are not limited to, initial injury assessment and management, emergency injury/illness management, referral to appropriate professionals, interfacing with associated physicians and others, rehabilitation, counseling, administrative duties including insurance coordination, supervision of practices and games, development and implementation of emergency plans, as well as student athletic trainer supervision. The Athletic Training Room is considered to be “a designated facility where comprehensive health care services are provided. Comprehensive health care services include practice and game preparation, injury/illness evaluation, first aid and emergency care, follow-up care, rehabilitation and related services.” (National Athletic Trainer’s Association Education Council).

B. MISSION

The mission of the Montana State University Athletic Training Program is to provide the best possible health care for all MSU student-athletes, while simultaneously promoting an atmosphere conducive to the education of student-athletes and graduate students athletic trainers. The program strives to develop cognitive skills, affective values in injury prevention, recognition and evaluation of injuries/illnesses, rehabilitation, organization and administration, and education and counseling of student-athletes, parents, and coaches.

C. PHILOSOPHY

The philosophy of the Athletic Training Program is as follows:

- To provide athletic training services to student-athletes;
- To provide a sound learning environment for students interested in Athletic Training;
- To support National Athletic Trainers' Association (NATA) efforts to promote the athletic training profession; and
- To provide continual communication between the student-athlete, coach, athletic trainer, and athletic administration regarding any and all athletic training related matters.
D. GENERAL INFORMATION

1. Hours

The Fieldhouse Athletic Training Room is in operation throughout the year.

The facility is open regularly Monday through Friday during the school year from 8:00AM to 6:00PM; often later due to sports schedules. The Athletic Training Room is not staffed from 12:00PM – 1:00PM for lunch. Weekends, holidays, semester breaks and summer hours vary with sports schedules.

2. Staff

The Athletic Training Staff at Montana State University is composed of NATA-BOC Certified Athletic Trainers. These staff members remain certified nationally by maintaining sufficient continuing education credits. Athletic trainers on the staff at MSU are expected to act ethically within the standards presented by the National Athletic Trainer’s Association.

E. SCHEDULING

The Athletic Training Staff tries to create a weekly schedule by Wednesday of the previous week. It is expected that coaches submit their practice, game, and travel schedules in a timely manner so the Athletic Training Staff can accommodate and provide appropriate coverage. It is also expected that the coaches inform the Athletic Training Staff of any on-site visiting team practices. The ATCs should also be notified when MSU is the designated host in neutral site contests. If there is a change in the practice schedule the Athletic Training Staff should be notified at least 24 hours in advance.

F. ATHLETIC TRAINING ROOM RULES

It is expected that all certified and student athletic trainers will encourage and enforce the following rules and regulations:

- No shoes on tables (treatment and taping);
- No access to the Athletic Training Room without the presence of a certified athletic trainer or supervising student athletic trainer;
- All student-athletes must sign in/or be signed into the book when receiving treatment;
- There will be no “self-treatment” by the student-athlete; everything must be cleared by a certified or supervised student athletic trainer;
- All student-athletes should shower prior to receiving treatment;
- No tobacco products of any kind are allowed in Athletic Training Room (including chewing tobacco);

- No horseplay in Athletic Training Room;

- All student-athletes must dress appropriately;

- All student-athletes and staff will use appropriate language at all times;

- Equipment must not be taken from the Athletic Training Room without consent from a certified staff member;

- No cleats/spikes are to be worn in the Athletic Training Room;

- No loitering; only those receiving treatment will be allowed in the Athletic Training Room; and

- Bags and equipment must be left in the locker room or placed in the hallway to avoid crowding.

G. TEAM COVERAGE

Athletic Trainer assignment to teams is determined by several factors: the number and nature of injuries is foremost while the potential severity of injuries endemic to a particular sport is also important. This is determined through historical information, empirical information and tracking of sports. Availability of staff is considered, especially when determining which teams will not be covered for away contests. Currently, fall and spring football, men’s basketball and women’s basketball have coverage by a certified athletic trainer at team practices and competitions (during their championship season). Volleyball will have a certified athletic trainer who directly supervises the sport, covers all home games and some away games. The remaining sports have Certified Athletic Trainers assigned to supervise the sport as well as designated Graduate Student Athletic Trainers. The Certified Athletic Trainer covers the majority of home contests but is replaced as needed based on the travel schedule of their assigned full coverage team. A designated Graduate Student Athletic Trainer will attend all home games and practices.

H. GRADUATE STUDENT ATHLETIC TRAINER COVERAGE

The Graduate Student Athletic Trainers at Montana State University have several beneficial purposes. The first purpose is the continued development of their athletic training education and skills. Secondly, they help provide coverage for the intercollegiate athletics program. Finally, the Graduate Student Athletic Trainer assist the Full Time Staff Certified Athletic Trainers in administrative and other duties as appropriate for their experience and capabilities.
Graduate Student Athletic Trainer assignment is determined by the Full Time Staff Certified Athletic Trainers. Graduate Student Athletic Trainers are an extension of the supervising Full Time Staff Certified Athletic Trainers. Graduate Students may be allowed to travel independently with a team.

It is the responsibility of the coaching staff to provide housing, meals, etc. during school breaks for the GSAT who works with their team. The GSAT will also receive these benefits while traveling to away contests. The GSAT may not room with members of the opposite sex (players, coaches, staff, etc.) on road trips.

I. OFF SEASON SPORT COVERAGE

All sports that participate in a “non-traditional” season (volleyball) will receive coverage by an assigned Graduate Student Athletic Trainer or a Certified Athletic Trainer for tournaments, games, and regularly scheduled practices provided that they are supervised during these practice and game times. Away game coverage will be provided by the assigned GSAT/SAT under the condition that the hosting institution provides an ATC who will supervise the GSAT/SAT within nationally established guidelines, when the GSAT/SAT is not a certified athletic trainer. The ATC staff will cover home contests for non-traditional season teams as they would a regular in-season game. In order to accommodate these non-traditional season contests, the Athletic Training Staff needs ample notice of said contests.

Note: Due to number and severity of injuries that occur during winter/spring football practices this sport will receive full practice coverage by an ATC.

J. PRESEASON CLEARANCE POLICY

In order for a student-athlete to be cleared to participate in intercollegiate athletics at Montana State University, they must complete several steps. All forms are on MSU website and are to be mailed in or hand delivered. Forms at times can be obtained in MSU Athletic Training Room.

- Returning Student-Athlete (RSA)—defined as student-athletes who have previously participated in a MSU varsity sport.

  1. RSA must complete the Returning Health Questionnaire Form [Appendix D]. This form must be reviewed and signed by an ATC.¹

¹ Follow-up with a physician is warranted in all cases that a pre-existing medical condition is not completely healed or may place the athlete in danger of further injury. No athlete shall be cleared to participate if there is a question about his or her safety.
2. RSA must complete Athlete’s Emergency Information and Insurance Authorization Form [Appendix E].

3. RSA must read and sign Shared Responsibility for Sports Safety Form [Appendix F].

4. RSA must provide proof of insurance with the Athletic Training Room obtaining a copy of any insurance information (copy of card and Insurance Information Form [Appendix G] signed by policy holder required). Student-Athlete Health Insurance Policy information [Appendix K].

5. Returning student-athletes should report to the Athletic Training Room Monday through Friday between the times of 8:00AM and 6:00PM to ensure complete these tasks have been completed.

- New Student-Athlete (NSA)—defined as student-athletes who have never participated in a MSU varsity sport, including, but not limiting to recruits, walk-ons, tryouts, transfers, freshmen, or club sport participants.

1. NSA should first read all information on MSU website that is for New Student Athlete / Athletic Training Room forms. S-A should print and fill out necessary forms for completion for their Pre-Participation Exam (PPE). These forms include Athletic Physical Form [Appendix H], Acknowledgement of Athletic Physical Form [Appendix I], Athlete’s Emergency Information and Insurance Authorization Form [Appendix E], Shared Responsibility for Sports Safety [Appendix F], Insurance Information Form [Appendix G]).
   
   a. NSA must complete and sign an Athletic Physical Form [Appendix H] for Athletes that is at the student health service website. Directions are at MSU Athletics’ website. Acknowledgement of Athletic Physical Form [Appendix I] must be signed after completion of Athletic Physical Form.

   b. NSA will be given Medical Referral Form [Appendix J] to take to Student Health Service prior to the time of their physical. A time for his/her PPE will be coordinated with the Student Health Service via online procedures and coordination with ATC.

   c. NSA must complete Athlete’s Emergency Information and Insurance Authorization Form [Appendix E].

   d. NSA must read and sign Shared Responsibility for Sports Safety Form [Appendix F].

   e. NSA must provide proof of insurance, with the Athletic Training Room obtaining a copy of insurance information (copy of card and Insurance
Information Form [Appendix G] signed by policy holder required. Student-Athlete Health Insurance Policy information [Appendix K].

f. NSA will return to Athletic Training Room with Medical Referral when PPE is completed or SHS returns Medical Referral.

g. From Medical Referral it will be determined if NSA is medically cleared to participate.

2. NSA’s Reporting MBB, WBB, FB and VB will have scheduled dates and times for PPE in the summer and fall before the start of their traditional season. NSA procedures 1 a-g will be reviewed and completed based on scheduled PPEs and preseason lecture and clearance determinations.

3. NSA’s in CC, TK&F, Golf, TN, & Ski will be instructed to notify the athletic training room staff. The athletic training staff will schedule a pre-participation/physical examination and inform them of the necessary paperwork that is located on the website. NSA’s in these sports will have designated times for PPEs reserved at the Student Health Service on one of 3 days prior the start of the academic year. NSA procedures 1 a-h will be reviewed and completed based on scheduled PPEs and preseason lecture and clearance determinations.

Note: All PPE’s must be given at the Student Health Service. PPE’s given at healthcare providers other than the Student Health Service will not be recognized.

K. PRESEASON LECTURE AND CLEARANCE

Coaches and Administration should contact the Athletic Training Room to arrange a time and place for a preseason lecture for their team. The preseason lecture is given to each team prior to any participation in sport for clearance procedures. The lecture will contain the following information: review of clearance policy (including completion of PPE information and forms), review of insurance policy, rules, regulations and hours of operation of the Athletic Training Room, treatment policies, reporting of injuries, referral by the ATC’s for outside medical care, introduction of assigned Graduate Student Athletic Trainers, and Health Services availability. Shared Responsibility form and Student-Athlete Concussion Statement and Responsibilities will be discussed. NCAA and MSU drug testing policies will also be addressed.

The ATC will follow-up the lecture by updating the coaches about who is medically cleared to participate, has completed all forms, and turned in the properly completed insurance paperwork. It is the responsibility of the coaching staff to update the Athletic Training Staff of any roster changes immediately. In this respect, student-athletes trying out for a particular sport (but not on the roster) must be cleared via the Athletic Training Staff before any participation. Therefore no student-athlete shall participate in sports (practices or games) until cleared by the Athletic Training Staff. Availability to schedule
PPEs may limit timeliness of some exams; therefore some athletic activities may be permissible.

L. MEDICAL BILLING/INSURANCE CLAIMS

The Staff ATC is responsible for carrying insurance information while traveling with teams. The ATC needs to be made aware of student-athletes with HMO (health maintenance organization) or PPO (preferred provider organization) insurance and who might have the need for pre-authorization for services.

No student-athlete is to begin participating in any phase of the athletics program, such as equipment checkout, practice etc., without obtaining clearance from the MSU Athletic Training Program. This includes an initial medical physical and completion of medical forms through the Athletic Training Program. Should a student-athlete be injured while practicing or participating in a MSU intercollegiate varsity sport, he/she must, regardless of how minor, report this to the Athletic Training Staff. Referrals will be made as required. Under no circumstances should an individual seek other care without this referral. All information must be reported to the Athletic Training Staff prior to seeking other care.

If a student-athlete seeks such non-referred or unreported care, he/she should be prepared to pay for such services. No liability on the part of MSU exists or may be assumed to exist for off-campus medical treatment or hospitalization of any kind for athletic injuries without prior referral by the Athletic Training Staff.

NOTE: MSU Athletic Accident Insurance is a secondary policy.

Athletic accident insurance is provided by MSU for the benefit of our student-athletes. This coverage is offered on an "excess" basis only. Under the terms of the policy, this coverage is considered to be secondary to all other valid and collectible medical insurance policies. Most notable would be parental insurance coverage through their place of employment under which the student-athlete is covered as an eligible dependent.

MSU’s policy covers varsity student-athletes for bodily injury (included in the policy) sustained while participating in intercollegiate sports (including participation in scheduled games, supervised practice sessions, weight training at MSU, and authorized team travel to and from such events). Insurance parameters require treatment to be sought within 90 days of initial injury. Any costs not covered by the parents/students personal policy may be covered by MSU Athletics through this excess insurance coverage plan if the proper steps are followed. Student-Athlete Health Insurance Policy can be found in [appendix?] and at MSU Athletics website.

It is imperative that the Athletic Training Program be advised of any bills incurred due to injury as soon as possible, so that a file may be prepared and procedures explained. Parents and the student-athlete have the responsibility of forwarding all bills, statements, and explanation of benefits (EOB), from an athletic injury to a Full Time Staff Athletic Trainer.
In the event that a student-athlete is injured while participating in an intercollegiate varsity sport, it is important for the Athletic Training Staff to know about any medical insurance coverage the student-athlete may have to avoid delays in the processing of a claim.

M. MEDICATIONS

All prescription drugs stored in the Athletic Training Room are for dispensation by the Team Physicians and NOT for dispensing by Certified Athletic Trainers or Student Athletic Trainers. Physicians cannot transfer the authority to dispense drugs. The physician's responsibility is to properly administer those medications in the absence of a licensed pharmacist. The Certified Athletic Trainer ensures that records are kept regarding the administration of those drugs.

The Athletic Training Room has an assortment of over-the-counter (OTC) medications for the staff and student-athletes to utilize. Proper usage by student-athletes is monitored by the Athletic Training Staff. Accurate documentation is maintained as to the utilization of OTC’s medications by student-athletes just as with prescription drugs. If any pattern of repeated utilization is noted by the physician, supervision of said medication may be instituted.

N. ATHLETIC INJURY TREATMENT PROTOCOL

A specific treatment protocol is followed by the Athletic Training Staff, which provides guidelines for therapeutic treatments of injuries commonly found in sports. These guidelines are applicable in the majority of situations. The possibility exists for each injury/illness to be unique to that individual. Specific treatment protocols are tailored to each student-athlete as needed. Treatment always takes into consideration the safety of the student-athlete. It follows principles and techniques used by a reasonable and prudent NATA-BOC Certified Athletic Trainer. Treatment of athletic staff (coaches, administrators, and support staff) will be based on the availability of Certified Athletic Training Staff (following the same treatment protocols). Treatment of others related to the college athletic community will be done on a referral basis and will be restricted to availability of both the ATC voluntarily doing the treatments as well as the facility to accommodate that treatment.

O. REFERRALS

Department of Intercollegiate Athletics staff cannot refer student-athletes to health care providers; only the Athletic Training Staff may do so. All athletic injuries must be reported to the Athletic Training Staff who will evaluate the injury to determine if a referral is warranted. They will, in turn, act as the liaison between the physician (and other health care provider), the student-athlete and coaches. No liability on the part of MSU exists or may be assumed to exist for off-campus medical treatment or hospitalization of any kind for athletic injuries.
without appropriate prior referral by the Athletic Training Staff. A student-athlete should not seek individual care without this referral. All information must be reported to the Athletic Training Staff prior to seeking other care. Under no circumstances (except in the most dire of emergencies) will MSU be responsible for a bill that is not authorized by an athletics trainer. In a dire emergency the student athlete should go to the emergency room at Bozeman Deaconess Hospital and then call an Athletics Department Representative (coach, athletic trainer, administrator). The student athlete should not fail to seek emergency treatment if life or limb is truly in danger. However, if it turns out not to be an emergency or athletic related, the athlete will be responsible for the bill.

P. DOCTOR’S APPOINTMENTS

MSU Athletic Training utilizes the services of the MSU Student Health Service and the healthcare providers at Bridger Orthopedic and Sports Medicine for orthopedic evaluations. Referral is directed to these healthcare providers for our general health issues and our orthopedic problems. Doctor's appointments should be authorized by ATC’s. The Team Physicians will be available to see patients in the Fieldhouse Athletic Training Room during pre-set hours.

- **Transportation**: The student-athlete may be transferred to the doctor’s office by the following means: Certified Athletic Trainers (by prior arrangement), self, friends, coaches, family, or designated Student Athletic Trainers.

- **Appointments**: The majority of the orthopedic injuries are sent to Bridger Orthopedics and Sports Medicine (BOSM) for evaluation. The staff ATC’s set up the appointments for these visits in the majority of cases. Prior to setting up a new appointment, the ATC should make sure that the student-athlete has a signed insurance claim form, and pre-authorization for treatment if applicable (HMO or PPO).

Q. PHONE USAGE/CELLULAR PHONE USAGE

The phones in the Athletic Training Room are for business use only. Costs for personal calls are to be reimbursed through the Department of Intercollegiate Athletics Business Office. Student-athletes are discouraged from using the phone.

Cellular Phone Usage: The phones are for the ATC to use for business purposes. They are not to be used by anyone other than the ATC.

R. POOL USAGE

There are specific pool hours designated for use by the Athletic Training Staff for rehabilitation of athletic injuries and alternative workouts. Appropriate behavior is a must for safety and continued availability. It is appropriate at times for the student-athlete
to acquire specific programs for injury rehabilitation during designated open-swim hours with consent of the lifeguard present.

S. BLOODBORNE PATHOGEN POLICY

The risk of bloodborne pathogen transmission at athletic events is directly associated with contact with blood or other bodily fluids. There is a written bloodborne pathogen policy which all certified and student athletic trainers adhere to. When present, they will deal with all matters concerning blood. In situations with blood, where the Athletic Training Staff is not present (some away contests or at off-campus practice sites) the coaches/staff shall use latex/vinyl gloves which are on the counter with other first aid supplies in the Athletic Training Room. After caring for a wound, all contaminated supplies must be disposed of in an appropriate fashion. Sharps are to be placed in a designated sharps container and supplies, which contain blood or other fluids, must be disposed of in a biohazard bag (red plastic bag or red plastic container). Blood saturated clothing should be placed in a plastic bag and given to the Athletic Equipment Room Staff for washing separate from the rest of the uniforms. Furthermore all student-athletes must cover existing wounds prior to competing or practicing. All new wounds should be reported immediately. A clean jersey (“blood uniform”) is necessary in the cases where a uniform has been saturated with blood. The official and/or Certified Athletic Trainer will determine the level of saturation.

T. LIGHTNING SAFETY PROTOCOL

It is the National Severe Storms Laboratory’s (NSSL) recommendation that in the case of a lightning storm there should be a designated weather watcher. Generally, this will be the Athletic Trainer. The designated watcher will check weather reports before practice and keep in constant communication with people inside monitoring storms. The NSSL recommends the use of the flash-to-bang method. This means to count the seconds from the time the lightning is sighted to when a clap of thunder is heard. This number is divided by five to obtain how far away (in miles) the lightning is occurring. By the time the flash-to-bang count reaches 30 seconds, all individuals should leave the athletic site and go to the nearest safe structure or location. Athletic events may need to be terminated. To return to activity, it is recommended that there is a 30-minute wait after the last flash of lightning or sound of thunder. The athletic training staff may also use a lighting detector to evaluate the proximity of the lighting.

U. NCAA DRUG TESTING PROGRAM

Montana State University, as a member of the NCAA, participates in the Drug-Testing Program. The program is instituted to insure fair and equitable competition as well as insuring the health and safety of collegiate student-athletes. The program involves urine collection and laboratory analysis for drugs listed as banned by the NCAA. Currently all sports are subject to year round drug testing. The NCAA randomly selects student-athletes from the team(s) that are chosen for testing. Teams/Individuals that compete in NCAA championship events are subject to random testing as well.
The NCAA list of banned-drug classes is subject to change by the NCAA Executive Committee. The term "related compounds" comprises substances that are included in the class by their pharmacological action and/or chemical structure. No substance belonging to the prohibited class may be used, regardless of whether it is specifically listed as an example. See Appendix C for more information on the NCAA Drug Testing program and the NCAA List of Banned Drug Classes.

Montana State University Drug Testing Policy

Montana State University–Bozeman has adopted a Drug Education, Testing, and Treatment Program for all MSU student-athletes who participate in intercollegiate athletics. The purpose of the program is to educate all student-athletes on health and safety hazards inherent in the use of drugs, to identify and provide assistance to student-athletes whose use of drugs may affect the health and safety of themselves and/or other athletes, to maintain the integrity and competitive fairness of MSU athletic programs, and to encourage athletes to avoid the use of drugs. [Appendix M]

V. PREGNANT ATHLETE PROTOCOL

This protocol was designed with the support of the MSU administrative and Athletic Training staff. This protocol is for MSU ATC’s to assist in the management of potential pregnancies among female MSU student-athletes.

1. Any student-athlete who believes she is pregnant shall report the pregnancy to the Athletic Training staff.

2. The ATC will then refer the student-athlete suspecting pregnancy to the student health center or current gynecologist to confirm pregnancy.

3. With a positive pregnancy test, the student-athlete will be given the option to seek neutral counseling (outside of the athletic dept.), if she so desires, to assist her in any decision making.

4. In the event the student-athlete wishes to participate in intercollegiate athletics while pregnant, the following protocol will be followed:
   a. A support team is formed of the certified athletic trainer, head coach, and directed by the OB-GYN.
   b. Based on a treatment plan and recommendations from the OB-GYN, the support team monitors length/intensity of athletic participation.
   c. Postpartum, the OB-GYN grants medical clearance to return to sport/activity when deemed appropriate.
5. It is the philosophy of Montana State University Athletics that pregnancy will be regarded as a temporary medical condition, similar to an injury, which may result in the student-athlete’s inability to participate in athletics.

6. A reduction or cancellation of scholarship is not permitted during the term of the award for the reason of pregnancy. Renewal and non-renewal of financial aid for a pregnant or postpartum student-athlete will be handled by the coach and the athletic department. All action will be in accordance with the NCAA and Big Sky regulations.

7. It is likely that a pregnancy will have an impact on academic advancement and eligibility, therefore, it is of vital importance the student-athlete consult with both the MSU Academic Advisor and Compliance Coordinator regarding individual circumstances.

W. EATING DISORDERS PROTOCOL

It is expected that all ATC's at MSU are educated regarding eating disorders and understand that the risk of such disorders is greatly increased due to the high level of competition in which MSU performs.

This protocol was designed with the support of the Student Health Center, Counseling Center, and Head Athletic Trainer. The protocol is for the use of the MSU Certified Athletic Trainer's role in the management of eating concerns of all MSU student-athletes.

1. The Certified Athletic Trainer, either through direct observation or upon receiving input from the coaches, student athletic trainers, or other student-athletes, determines whether signs and symptoms indicating potential disordered eating, eating concerns, and body image concerns may be present in the student-athlete. At this time the ATC approaches the student-athlete to triage the situation.

2. If through triage the ATC decides that more action needs to be taken, the ATC would act as a "confronter" with the student-athlete to express concern and to recommend a referral. Presently, this system includes a TEAM approach and is diagramed below. The TEAM includes ATC, Coach, Counselor (preferably from MSU Counseling Center), and Physician (presently from the MSU Student Health Center).
3. The ATC would be responsible for transfers of the student-athlete into and out of the above system. If deemed necessary, the ATC has the power to pull the student-athlete from all sport participation until the student-athlete is following the TEAM System properly. The TEAM will make a contract with the student-athlete ensuring the student-athlete’s cooperation in the system.

4. The ATC would take part in the "group meeting" to compare information, share impressions, and determine the best-individualized program for the student-athlete. This would include the coach and possibly the respective sport team as a whole, if necessary.
5. The ATC would be the recipient of periodic progress reports from the Counseling Center on the status of the student-athlete. They would also serve as the liaison for information from teammates, coaches, and student athletic trainers to members of the TEAM.

6. The ATC would work with the Eating Concerns TEAM to educate coaches, student-athletes, and student athletic trainers about eating concerns, the treatment program, and how to deal with having a teammate/athlete experiencing an eating concern.

7. The Bottom Line. This philosophy has been established by the Athletic Training Staff as the point when a student-athlete (whether in the TEAM System or not) can no longer participate safely in his/her sport. The safety of the student-athlete is our bottom line. There exists a liability issue by allowing the student-athlete to participate unless a physician clears him or her.

**Y. Concussion Management Plan**

All certified athletic trainers and coaches will receive education about concussions and their role in helping to identify and manage an athlete with a concussion. Coaches will be required to acknowledge that they understand the concussion management plan. This practice will be done on an annual basis.

All healthcare providers involved with MSU Athletics will practice within their professions standards of practice.

Baseline assessments for student-athletes in the high risk sports of football, basketball, ski, volleyball, cheerleading/stunting, and the event of pole vault will be obtained.

Computerized neuropsychological testing through the use of ImPACT (computerized testing) will be completed for baseline information. ImPACT will also be used to help determine a student-athletes return to baseline following a concussion.

An assessment tool such as SAC, SCAT, SCAT2 or BESS may be used to obtain a baseline on the athletes and/or used to determine their return to activity status.

Any student-athlete exhibiting signs or symptoms of a concussion will be removed from activity at that moment. An athletics healthcare provider will then be required to evaluate the student-athlete before any further activity (practice or competition) by the student-athlete.

A student-athlete that has been diagnosed with a concussion will not be allowed to return to activity for the remainder of the day.

The student athlete will continue to be evaluated for any deterioration or change in signs or symptoms.
The student athlete will be given written instructions after evaluation of their injury has been completed. Notification of a roommate or guardian will be attempted in all cases so that others close to the individual can help monitor the injured athlete and help them follow the instructions provided the student-athlete.

The student-athlete will be evaluated by a team physician.

Return to play will be based on symptoms and a medically supervised graded exertion process as well as return to normal baseline limits on SAC/BESS and/or neuropsychological tests(ImPACT). The student-athlete will be asymptomatic at rest before beginning any exertional testing and will be asymptomatic post-exertion before they will be allowed to return to practice/completion activities.

The athletic team physician or their designee has the final authority to allow the student-athlete to return to play.

Student-athletes will receive educational materials on concussions. Each student-athlete will sign a statement for which they understand they are responsible for reporting their injuries and illnesses to the medical staff of the institution. This will include that they understand the signs and symptoms of a concussion.

Y. EMERGENCY AND CATASTROPHIC PROCEDURES PROTOCOL

An emergency situation is any which is life or limb threatening where the student-athlete’s life or limb is in immediate danger (i.e., stopped heart rate and/or breathing, head or neck injury, spinal injury, heat stroke, unconsciousness, excessive bleeding, seizures, or shock) or severe in nature (i.e., fractures, dislocation of major joints, large open wounds, severe joint injuries, severe asthma attack or allergic reaction, and other injuries that requires immediate care).

1. Emergency Procedures Protocol
   i. Attend to student-athlete and evaluate injury/situation;
   ii. Begin emergency procedures necessary (CPR, AED, artificial respiration, etc.);
   iii. Players or non-medical personnel should not touch, move or roll an injured player. They should not try to assist an injured player who is laying on the athletic surface (i.e., removing helmet or chin strap). Players should not remove an injured player from a pile-up;
iv. Graduate-Student Athletic Trainers, coaches, or other personnel available may be directed to activate EMS, utilizing the phone or radio and will have to direct the emergency personnel. The Certified Athletic Trainer/staff member is expected to remain with the student-athlete until appropriate medical assistance arrives to assist;

On-campus - dial 911  
Off-campus - dial 911

When making the phone call to activate EMS, the caller should be prepared with the following five elements:

- **Identification**: The operator needs the caller’s name, the injured student-athlete’s name, the telephone number and the location from where the call is being made.

- **Nature of Emergency**: The operator needs to know nature of emergency (unconscious, neck injury, etc.), the number of people injured and the seriousness of the injury or injuries.

- **First Aid Implemented**: The operator needs to know what has been done to the student-athlete and what type of assistance or equipment is needed.

- **Directions**: The operator needs directions to the site of the emergency. Give directions based on names of streets, recognizable buildings and entrances to building, and other locations. The Athletic Training Room has written emergency plans for most practices and game/match/meet locations. Someone may also be needed to meet the ambulance at the gate or entrance with keys to all doors.

- **Termination of Phone Call**: The operator will tell the caller when to hang up the phone. It is essential not to hang up before this even if the ambulance is on the scene.

If the Certified Athletic Trainer is transporting the student-athlete to the hospital, a Student Athletic Trainer may be assigned (or other appropriate personnel) to contact the hospital in non-ambulance cases. Should the ATC determine that she/he is not going to the hospital an appropriate replacement should be sent (coach, student athletic trainer or athletic staff member).

When duties with the team allow, the Certified Athletic Trainer will follow the student-athlete to the hospital. The ATC will make sure that the student-athlete’s clothes will get to the hospital and that the student-athlete has a way back to campus when they are released from the hospital. The determination about staying over with a student-athlete on a road trip will be made in conjunction with the coaches and administration and determined by the needs of the injured student-athlete and team. Follow the procedures listed in the catastrophic injury management guidelines if warranted.
Automated External Defibrillator (AED)

The AED units will stay in a designated area within the Athletic Training Room. The Athletic Training Staff will be in charge of knowing where the AED units are placed. One AED will stay in a designated area at all times in the athletic training room and will not be assigned to any practice or game coverage. Staff ATC’s will determine if an AED will be at practices and games. The Athletic Training Staff will be certified in the operating procedures of the AED unit(s).

Phone Numbers

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2. CATASTROPHIC INJURY MANAGEMENT

This policy delineates roles and actions taken following a catastrophic injury. Catastrophic injuries present specific concerns for the MSU Department of Intercollegiate Athletics, which may require that special action(s) be taken by the entire department.

In the event of a catastrophic injury:

a. Medically, the highest-level medically trained person is in charge of management of the injury on-site. The Athletic Trainer is the person who will assume responsibility of contacting the parents, in association with the Team Physician (or other physician as appropriate), Director of Athletics, and/or other university administrator. This person will also address both the coaching staff and team to clarify the nature and extent of the injury. This person will act as the disseminator of information to the appropriate people until the Athletic Media Relations staff is prepared to do so. The Athletic Trainer will activate the process detailed in this policy.

b. Team Physician—care provided if appropriate. Contact parents initially with the hospital personnel and the Athletic Trainer. Act as the liaison with the hospital providing care. Assist with hospital media relations as needed. Address the media as warranted (with assistance from other medical personnel associated with the case). Address the team as time and opportunity allow. Coordinate referral of patient to other physicians as indicated. Assist, as appropriate, with counseling for team members.
c. Student Athletic Trainers will assist the Certified Athletic Trainer with management of the injury. They will assist as needed with follow-up care or contacting of other individuals. They will not talk to the media or others regarding the nature of the injury, including members of the University Media Relations staff. Refer all questions to the Head Athletic Trainer.

d. The Director of Athletics—or the designee in his/her absence should assume all administrative responsibilities. The Director of Athletics is responsible for contacting University personnel, including administrative personnel and legal counsel. The insurance company should be contacted by appropriate channels through the supervision of the Director of Athletics. The Director of Athletics will be one of the people designated to speak with the media as appropriate. This person will act in a supporting role regarding communication with the parents.

e. Coaches—will hold a team meeting following the incident for information purposes. The Head Coach will be the only member of the staff designated to talk to the media. The coaching staff will be expected to monitor the team for persons requiring further counseling assistance after the incident. It is understood that the coaching staff will contact the Athletic Trainers for information when needed.

f. Athletic Media Relations—act as the primary media relations person after the initial injury. It is expected that the Team Physician, Director of Athletics, and the Head Coach will talk to the media initially. The Athletic Media Relations Office will be the sole media information source after that time and they will coordinate any special requests for interviews by the media. This may include updating information from the hospital, etc., as needed.

g. MSU Counseling Center—will be available to meet with the team at a time and location determined by the coaching staff. They will be available and take an active role in providing counseling services to the team (and other related personnel) as needed.

All of the following steps will be completed following the initial care and treatment of the student-athlete:

a. The family must be notified of the student-athlete’s condition and location. The information to contact the parents will be provided by the Athletic Trainer, and/or Athletic Media Relations staff member. This contact should be from the first available location after the nature of the injury can be ascertained.

b. The Team Physician should be contacted if not already involved in the care of the student-athlete.

c. The Director of Athletics or designee should be notified and they should initiate contact of other University personnel as described above.
d. The Head Coach should contact the Athletic Trainer at the hospital and set-up team meeting, including both time and location. Where possible, the team's locker room should be used for this meeting. There must be adequate time for the Athletic Trainer to arrive at the meeting. Where possible, all members of the team should be in attendance, as well as the coaches, Team Physician if possible, and a representative of the MSU Counseling Center to serve as a liaison. It must be understood by all members of the coaching staff, athletic support staff, and student-athletes that they are not to discuss the information provided in the meeting to the media or any other outside source. The meeting is for the team's information only and to assist them in dealing with the situation.

Z. STUDENT-ATHLETE MEDICAL RECORDS ON FILE.

Student-athlete medical records and file will be kept for seven(7) years after the completion of his/her athletic career at MSU. At this time the student-athletes medical records will be disposed of in an appropriate manner.