

# Heart of America Athletic Trainer Conference

## Athletic Trainer Procedural Guide

The purpose of these policies and guidelines is to keep a written record of the decisions that the Heart of America Athletic Conference Athletic Trainers have made and also to have a reference, especially for the new athletic trainers and administrators in our conference, as to what are the policies and guidelines of this group.

### **Membership and Policy Making**

- A. Any Certified Athletic Trainer at any Heart of America Athletic Conference school is considered a member of the HAAC Athletic Trainers.
- B. The Athletic Trainers will meet one time a year or more often if deemed necessary.
- C. Each school in the HAAC will have one vote at all the meetings
- D. The rotation of officers will follow the same order as that of the HAAC President's Council and Board of Governors. The two-year rotation will be from Secretary to Vice-President to Chairman.
- D. NEW: Every 2 years a President and Vice-president will be elected by the HAAC athletic trainers. A minimum of 2/3 of the schools must vote.**
- E. Any policy approved by the athletic trainers must be sent to the Board of Governors for approval before the policy can be considered passed.

### **APPROVED POLICIES**

The following policies have been approved by the Board of Governors.

## **Procedural Guide for Athletic Training and Medical Services:**

The host institution shall provide, or make available, the following supplies and services for visiting teams at all HAAC contests and events.

1. Adequate water and cups or other suitable dispensers. Minimum 400 cups for Football
2. **New: Two tables at football games. One for cups and one for treatments**
3. Ice for injury care.
4. **NEW: A Certified Athletic Trainer at all in-season varsity and JV events. On call for tennis and golf events.**
5. Emergency supplies such as splints, stretchers, crutches, ect. The visiting team is responsible for returning such items in a timely manner.
6. A physician (MD or DO) is recommended for varsity and JV football and basketball contests
7. An ambulance, staffed by Paramedics or EMT's, is required for varsity football. An ATC must be on the sidelines for JV football contests.
8. A nearby telephone or other suitable means of communication at out door sites.
9. Maps or directions to local medical facilities
10. Indoor accommodations for female and male athletic trainers for football and pre-game taping
11. An OSHA approved biohazard receptacle.
12. Provide emergency and insurance information for each athlete while traveling to a member institution
13. The visiting team shall provide their own necessary athletic training supplies. Ice bags will be the provided. Flexiwrap and taping supplies will not be provided. If traveling without an ATC or a student, please notify the host ATC of any special needs.
14. **NEW: Over the counter medication will not be provided by the visiting institution.**
15. All teams traveling without an ATC must provide a modality permission slip if a treatment is requested.

\*\*\* An OSHA approved bio-hazard receptacle. Member institutions shall have a Bloodborne Pathogen Exposure Control Plan by August 1, 1994

Revised 7-27-2003

# HAAC Inclement Weather Policy

Adopted from the NAIA Inclement Weather Guideline

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 a inclement weather guideline for outdoor events. By establishing such guidelines, each member institution ensures the safety of all student-athletes, coaches, medical staff, support 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 or 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

It is recommended:

- I. Monitor weather conditions 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 lightning is sighted to when the clap of thunder is heard. Divide the number by 5 to obtain how far away ( in miles) the lightning is occurring. (Ex: 20 second count= 4 mile distance: 25 secs. = 5 mile distance.)
- III. If sky scan is available, when lightning is a distance of 8-20 miles, warning will be given that Appropriate measure may have to be taken. When lightning is detected at 3-8 miles, immediate action will be taken.
- IV. Leave the athletic fields and seek safe shelter areas – IMMEDIATELY  
Safe shelter areas:
  - enclosed buildings, not dugouts unless no other possibilities
  - fully enclosed metal vehicles with windows up
  - low ground areas (ex: bottom of hill, clumps of bushes, ect.) as a last resortUnsafe shelter areas:
  - open fields
  - golf carts/gators
  - metal bleachers (on or under them)
  - fences
  - umbrellas, light poles, flag poles
  - tall trees
  - pool of standing waterAvoid the following activities:
  - showers
  - telephones (except cellular)
  - use of electrical outlets/machines (ex: hair dryers, computer, 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.
- V. Resume activity 30 minutes from the last sight of lightning and sound of thunder.
- VI. 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 begin the primary survey.