



ATHLETIC TRAINING PROGRAM STUDENT RESOURCE MANUAL

WELCOME

The Towson University Athletic Training Program (ATP) would like to take this opportunity to welcome you to our program. As a student in our program we want you to know that you have put yourself in a very rewarding position that hopefully will assist you in obtaining your professional goals.

We are looking forward to having you as a student in our program. We assure you that it is our intent to provide you with a sound academic and professional experience and one that will take you wherever you should desire to go. By enrolling in our program, we want you to know that you have taken on a tremendous amount of responsibility, but it is well worth it!

FOREWARD

The Athletic Training Student Resource Manual is designed to maintain an effective and efficient Athletic Training Program (ATP) at Towson University. The contents of this resource manual are designed to provide quality athletic training education along with safe, prudent and effective care for the student-athletes of Towson University.

Furthermore, the Athletic Training Staff and Preceptors will use this resource manual as a guide for administrative and professional decisions relating to the ATP. It is imperative that Athletic Training Students of all levels are familiar with the contents of this resource manual. Any questions pertaining to the material herein should be directed to a Professor in the ATP or a Towson University Staff Athletic Trainer.

This resource manual is a program document and is subject to revision or update at any time. Students will be notified of any changes and are expected to adhere to the policies and procedures at all times.

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SECTION 1:

Introduction

1.1 – Towson University - Mission Statement

Towson University fosters intellectual inquiry and critical thinking preparing graduates who will serve as effective, ethical leaders and engaged citizens. Through a foundation in the liberal arts, an emphasis on rigorous academic standards, and the creation of small learning environments, we are committed to providing a collaborative, interdisciplinary and inter-professional atmosphere, excellence in teaching, leadership development, civic engagement, and applied and sponsored research opportunities at the undergraduate and graduate levels. Our graduates leave Towson University with the vision, creativity and adaptability to craft solutions that enrich the culture, society, economy, and environment of Maryland, the region, and beyond

1.2 – College of Health Professions - Mission Statement

The College of Health Professions is a major educational, research, and outreach resource for health and well-being in the University, the community, and the State of Maryland. The College of Health Professions develops outstanding professionals at undergraduate and graduate levels in a wide range of health care, human service, and sport-related fields that promote and enhance health and human performance to assure well-being in a diverse world. CHP's graduates exhibit the highest ethical principles and professional behaviors in their application of knowledge and critical thinking and their proficient use of skills, communication and technology within disciplinary and interdisciplinary settings. They are committed to engaging in life-long learning and addressing health disparities and social justice. The College of Health Professions contributes to the well-being of Towson University students, faculty, and staff and many off-campus communities through educational activities, applied research, professional practice, outreach, and key partnerships that enhance collaborative endeavors.

1.3 Athletic Training Program Mission Statement

The mission of the Athletic Training Program (ATP) is to create, incorporate, and apply knowledge of human movement as it relates to athletic training. The ATP program of study is grounded in the University's commitment to liberal arts and sciences. Students are given the opportunity to examine the process and effect of human movement from an anatomical, physiological, and biomechanical perspective as well as a philosophical, psychological, sociological, and historical perspective so they can develop the skills necessary to become certified athletic trainers.

1.4 – Athletic Training as a Major

In today's health care system, the profession of athletic training is recognized as an allied health profession. In the delivery of health care to athletes, staff athletic trainers are visible in a variety of settings including high schools, colleges/universities, professional sports, sports medicine clinics, wellness centers, corporate industries and hospitals and other non-traditional environments.

The Department of Kinesiology offers a program of study in Athletic Training designed to provide a liberal arts education and develop professional competence. Specifically, the major is intended for students interested in pursuing professional certification as an athletic trainer and graduate study.

The major of athletic training was developed based on guidelines established by the Education Council of the National Athletic Trainers' Association. Accordingly, the core of the major involves instruction in the 8 educational domains. The domains are as follows:

- 1) Evidence-Based Practice
- 2) Prevention and Health Promotion
- 3) Clinical Examination and Diagnosis
- 4) Acute Care of Injury and Illness
- 5) Therapeutic Interventions
- 6) Psychosocial Strategies and Referral
- 7) Healthcare Administration
- 8) Professional Development and Responsibility

1.5 – Description of the Program

The program of study in athletic training is designed for students who are interested in an allied health care profession specializing in the health care of athletes and physically active individuals. Athletic trainers function as integral members of the athletic health care team in secondary schools, colleges and universities, sports medicine clinics, professional sports programs, and other athletic health care settings. The athletic trainer specializes in the prevention, assessment, management, and rehabilitation of athletic injuries.

The Board of Certification (BOC) is responsible for the certification of athletic trainers. In order to attain the ATC® credential, an individual must complete an entry level athletic training education program accredited by the Commission on Accreditation of Athletic Training Education Programs (CAATE) and pass the BOC certification examination.

The ATP @ TU is designed to provide an effective blend of theoretical and practical learning experiences in athletic training by incorporating extensive academic and clinical education programs. The ATP is accredited by CAATE and successful completion of the program qualifies the individual as a candidate for the BOC certification examination.

Completion of the academic experience requires 7 regular semesters over a 4-year period. This timeline is due to a variety of reasons, including obtaining prerequisite courses, sequencing of courses, coordinating academic courses with clinical experiences, and the inability to offer athletic training courses during the summer

semester. Transfer students are advised that regardless of the number of credits transferred, it will still take six/seven semesters to complete the program.

1.6 – Goals of the Program

- To provide a student with a quality, well rounded undergraduate education
- To prepare students to become certified Athletic Trainers
- To provide all necessary cognitive, psychomotor and affective skills in a formalized multi dimensional academic and clinical setting in order to be successful in the field of athletic training
- To provide opportunities for students to participate in community events and professional activities that will instill a sense of active participation in their communities and chosen profession after graduation
- To provide assistance to each student seeking employment or opportunities to further their education through graduate programs after receiving their Bachelor of Science degree

1.7 – Learning Outcomes

It is expected that students in the Athletic Training Program will achieve identifiable learning outcomes subsequent to the successful completion of the program.

The specific learning outcomes are as follows:

- Obtain the Board of Certification, Inc. Certified Athletic Trainer credential.
- Apply knowledge of principles, concepts, theories, and clinical skills, to include all domains, when working with physically active individuals and sports medicine team personnel in providing athletic training care.
- Apply effective verbal, non-verbal, and written communication skills in working with physically active individuals and sports medicine team personnel in providing athletic training care.
- Engage in professional development opportunities that will contribute to life-long learning and service to the community and profession.
- Display athletic training in accordance with guidelines identified in the NATA Code of Ethics and foundational behaviors of professional practice.
- Demonstrate professional behaviors, critical thinking and decision-making capabilities that allow for the effective implementation of athletic training care.

SECTION 2:

Athletic Training Program Information

This section will provide information regarding the ATP at Towson University and affiliating sites. It will include information on the history of the Athletic Training Program at Towson University as well as information for prospective and current students within the Athletic Training Program.

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2.1 – ATP History

Athletic training education historically has been one of the core academic programs within the Department of Kinesiology at Towson University. Initially introduced in 1979, the Athletic Training Education Program provided interested students with a basic academic foundation complemented with extensive clinical experiences. These students were eligible for the certification examination based on the published guidelines of the National Athletic Trainers' Association (NATA). Student, staff and faculty interest in the program resulted in the on-going development of this professional education program.

During the 1986-87 academic year, based on guidelines established by the Professional Education Committee of the NATA, an evaluation of the program of study in athletic training was conducted. This was done in an effort to ensure that the program was meeting educational standards and the needs of those it intended to serve. The findings from that assessment resulted in further development of the program to a level which the university considered deserving of recognition as a NATA Approved Undergraduate Athletic Training Education Program.

In October 1990, the Athletic Training Education Program was submitted to the Professional Education Committee of the NATA for review. In June 1993, following there initial and follow up assessments, the NATA approved the Athletic Training Education Program at Towson University. While receiving status, as an approved program was a significant step, it has proven to be just the beginning. In January 1997, the Athletic Training Education Program was elevated from a concentration to an academic major. In August 1997, Towson University submitted a self-study report to the Joint Review Committee on Athletic Training Education Programs. Following the initial assessment and site visitation, the Athletic Training Education Program at Towson University was granted accreditation and by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). Following another self-study and site visit in 2004-05 the ATP received continuing accreditation from CAAHEP. In the spring of 2008, the ATP received a 10-year accreditation from the Commission on Accreditation of Athletic Training (CAATE).

In the fall of 2017 the program will go through the accreditation process once again to show compliance with CAATE standards. After re-accreditation, the program will work to establish and entry level master's program.

The program continues to evolve and develop. Based on the university's historic liberal arts mission, this professional program integrates the liberal arts general education core with a strong scientific foundation. The essential athletic training core courses are further complemented by strong elective options. Finally, students complete an extensive clinical experience in the athletic training setting to further complement and reinforce the didactic lessons. The Athletic Training Program at Towson University is designed to prepare students for BOC certification and a career as an athletic trainer.

2.2 – ATP Faculty

A listing of the current ATP faculty can be found by following this link: <http://www.towson.edu/kinesiology/facultystaff.asp> (To access the link, hold the CTRL key and click on the link.)

2.3 – ATP Admission Process

The application, description of the admission process and technical standards for admission can be found in the following PDF document: <https://www.towson.edu/chp/departments/kinesiology/undergrad/athletictraining/prospectiv.html> (To access the link, hold the CTRL key and click on the link.)

2.4 – ATP Degree Requirements

You are expected to familiarize yourself with the Undergraduate Catalog and to satisfy all published degree requirements. Failure to do so does not provide a basis for exceptions to academic requirements or policies. You will receive assistance from general academic and faculty advisors, but it is your responsibility for completing published degree requirements. You are also expected to be familiar with regulations pertaining to campus life and to conduct yourself in a way that reflects well upon yourself, the Athletic Training Program, and Towson University. Finally, you are expected to maintain communication with the university and to ensure that your current addresses and telephone numbers are on file with Enrolment Services and the Athletic Training Program.

By fulfilling the following requirements you will be eligible to graduate with a Bachelor of Science Degree in Athletic Training:

- A minimum of 120 earned credits
- Competition of Towson’s Core Curriculum Requirements
 - A minimum of 43 units of coursework in 14 categories
 - The purposes of the core curriculum requirements are designed to provide you with a liberal arts education. In a world of rapid economic, social, and technological change, the importance of a broadly based education becomes more apparent. Your higher education must serve as a greater function than to merely provide basic training for the field of Athletic Training. Your entire education must help you gain essential intellectual skills that are crucial throughout your life.
 - Completion of core coursework with a grade C or higher
 - Please refer to your appropriate University Undergraduate Catalog for your specific requirements
<http://www.towson.edu/academicadvising/current/curriculum.html>
- At least 32 credit hours of upper level course work (300/400 level classes)
- Completion of the athletic training major (grade equivalent of 2.75 or higher must be earned in all courses applied toward your major and applicable minor)
<http://catalog.towson.edu/undergraduate/health-professions/kinesiology/athletic-training/#requirementstext>
- A cumulative quality point average of at least a 2.75 per semester

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- Completion of a graduation application filed with the Graduation Office <http://www.towson.edu/academics/graduate/admissions/index.html/graduation/apply.asp> in the Enrollment Services Center by their posted deadline

2.5 – Plan of Study

A listing of the required Athletic Training Courses can be found in the following PDF document: <http://catalog.towson.edu/undergraduate/health-professions/kinesiology/athletic-training/#requirements> (To access the link, hold the CTRL key and click on the link.) Please refer to the Academic Catalog, your academic advisor or the ATP Program Director if you have questions regarding a specific course.

2.6 – Athletic Training Competencies

The basis of the ATP is the Athletic Training Education Competencies (5th edition) <http://www.nata.org/education/competencies> as set for by the NATA. You will be required to learn these competencies during your course of study. You will be instructed and evaluated in these competencies in the classroom and clinical settings. You will have many opportunities to practice and be evaluated in the competencies throughout your academic careers. You must demonstrate competency in all competencies prior to graduation.

2.7 – Clinical Practicum Evaluation Procedures

The Athletic Training Student will be clinically evaluated twice during each academic semester. For each rotation you are required to have a preceptor complete an evaluation on your knowledge of the required proficiencies. This evaluation is a tool used to assess your ability to clinically perform skills learned in the classroom. Give your preceptor sufficient time (7-10 days dependent on travel schedule) to complete the evaluation. Once the evaluation is completed, both the student and preceptor will sit and discuss the evaluation and then electronically sign it on ATrack. Your ability to complete the assigned clinical proficiencies and your evaluation on said proficiencies will impact your evaluation grade. The evaluation grade is a significant percentage of your clinical course grade. If there is a violation of HIPAA or the student acts in a manner deemed unprofessional, grade reduction will occur and/or failure of the rotation may occur.

The Athletic Training Student is required to complete two (midterm and final) evaluations on their preceptor each semester. You are expected to review all evaluations with your preceptor, with both parties signing the evaluations after the review. In addition to the student and preceptor evaluations, the student is required to complete an evaluation of the clinical site.

Your completed evaluation needs to be completed and signed on ATrack by 5pm on the due date determined by your clinical course instructor. These evaluations are part of the clinical course grade. Failure to complete all evaluations will affect the clinical in athletic training course grade negatively. All evaluation forms are found on and are to be completed directly on ATRACK (<https://www.atrackonline.com/>).

2.8 - Advising

You will be assigned an advisor who will assist you in selecting and scheduling your academic coursework. Contact your advisor or the program director to make sure you are on schedule to graduate at the appropriate time.

2.9 – Disciplinary Procedures

The ATP requires that all students maintain a 2.75 overall GPA and a 2.75 AT course GPA. You will be placed on probation if:

- Your GPA falls below a 2.75
- You receive a grade lower than a C in any ATP required class
- You receive two failing grades during the same semester
- You receive an unsatisfactory grade in a clinical class
- You violate policy and procedures in this manual
- You establish a pattern of documented unprofessionalism

During the probationary period you must continue to attend class and rectify the reason for your probation. During your probationary period an adjustment to your clinical hours may occur and will be at the discretion of the Program Director. If you are unable to rectify the situation in the allotted time, you will be suspended from the ATP for 1 year. If the problem continues in your next academic year, you will be dismissed from the ATP. If you retake a course and receive a failing grade for a second time, you will be dismissed from the program. If you are able to comply and correct all things during your probationary period, the probation will be lifted. You will not be placed on probation for a second time for the same problem instead you will be dismissed from the program. Regardless of the reason you will never be placed on probation for a third time, you will be dismissed from the ATP.

SECTION 3:

Responsibilities to Athletic Department and Other Personnel

As an Athletic Training Student, you will have the opportunity to interact with many different professionals during your clinical experience. The following pages outline some of the responsibilities you may have to these individuals.

3.1 – Team Physicians

Relationships between the Athletic Training Student and the physician can elicit valuable learning experiences. Much can be learned by watching and listening to the physicians. Athletic Training Students should assist the physician in helpful ways, but should not interfere with the physician's duties.

Responsibilities to the Physicians:

- Keep all injury and medical reports up to date and legible
- Carry out all physicians recommendations
- Consult the Athletic Training Staff before referring a student-athlete to the Team Physician

3.2 – Athletic Training Staff

The entire Athletic Training Staff (Head, Associate, Senior, Assistant, and Intern) works with the Team Physician and consulting physicians in providing medical care to those participating in intercollegiate athletics at Towson University. It is also the responsibility of the Staff Athletic Trainer to coordinate, instruct, supervise, and evaluate the Athletic Training Students in their daily duties. The Athletic Training Student is required to fulfill and follow each of the duties and responsibilities outlined by the Staff Athletic Trainers. The ATS must maintain lines of communication and should feel free to discuss problems or difficult situations with the Staff AT at any time.

Responsibilities of the ATS to the Athletic Training Staff:

- Keep each member of the Athletic Training Staff informed of the injury and rehabilitation status of all student-athletes
- Assist in routine duties and procedures as designated by the Athletic Training Staff
- Notify the Athletic Training Staff, in writing, of any problems or concerns relating to Athletic Training Student duties, event coverage or equipment

3.3 – Fellow Athletic Training Students

It is important for all Athletic Training Students to develop an awareness of their position within the Athletic Training Staff. It is imperative for the success of the staff that all Athletic Training Students work together toward a common goal – the health care of the student-athlete. You are a representative of the ATP, Towson University, the Athletic Department, each respective athletic team and the profession of athletic training. You will demonstrate leadership for each other, while maintaining professionalism.

You may wish to socialize together when not in the athletic training room, however outside activities should never be brought into the athletic training room. Every ATS will be treated fairly. Should problems (lack of cooperation, personality conflicts, etc) develop between students, you are expected to manage the situation with all involved parties on your own first. If this is unsuccessful, you should seek the advice and assistance of a staff member.

Working as an athletic trainer is a “people business” that will require the development of the ability to get along with other people. With a sizable group, there will be

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problems; confront them, solve them, and move forward with your life in athletic training and enjoy your work.

Responsibilities to fellow Athletic Training Students:

- Assist other Athletic Training Students (regardless of assignment) whenever possible
- Treat all Athletic Training Students with respect regardless of their class standing or skill level
- Become familiar with and understand all aspects of the Athletic Training Program Student Resource Manual.

3.3.1 – Athletic Training Student Hierarchy

1st year Athletic Training Students – observational period used as an orientation and evaluation process for potential members of the Athletic Training Program.

2nd year Athletic Training Students – assist upper class Athletic Training Students and the staff with daily athletic training duties, apply appropriate athletic training related skills in the practical setting, and serve as a role model for 1st year candidates

3rd year Athletic Training Students – assist the staff with daily athletic training duties, apply appropriate athletic training skills in a practical setting, lead by example and motivate peers to succeed in the ATP.

4th year Athletic Training Students – assist the staff with daily athletic training duties, apply appropriate athletic training skills in a practical setting, lead by example and motivate peers to succeed in the ATP, serve as a mentor for athletic training students.

3.4 – Athletic Department Administration

The Athletic Department is the governing body of all athletics and athletic support groups at Towson University. Due to the service that the Athletic Training Staff provides to the University, the policies and procedures of the Athletic Department include athletic training. All Athletic Training Students should become familiar with the policies and procedures, which involve the Sports Medicine Facilities and Staff.

Responsibilities to the Department:

- Be knowledgeable of all athletic staff and their function within the department
- Be knowledgeable of the facilities and locations of athletic department offices
- Be knowledgeable of the chain of command within the department

3.5 – Coaches / Assistant Coaches

The job of the coaches is to instruct their players in the skills, strategies, and techniques of their particular sport. It is important that the Athletic Training Student respects the boundaries of the coaches job and does not become involved in the duties of the coach. This includes polite and/or appropriate cheering for your team on the sidelines during games. Unhappiness with officiating, players, opposing players is left to the discretion of the coach and should at no time be verbalized by an ATS on the sidelines of a game, you must remain profession in the “heat” of the game. The assistant coaches should be treated and respected in the same manner as the head coaches. At the same time,

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Head and Assistant Coaches should not act in a disrespectful way towards Athletic Training Students (including decisions regarding activity status of the student-athletes). If a problem arises, it should be brought to the attention of a Staff Athletic Trainer immediately and addressed.

Responsibilities to the Coaches:

- Communicate with the coaches at the appropriate times
- Inform the coaching staff of any adverse weather conditions and make appropriate recommendations regarding those weather conditions in conjunction with a member of the Athletic Training Staff.
- Do not interrupt and move all athletic training conversations well away from a coach communicating with the team
- Adhere to the rules set by the coaching staff for the team when traveling

3.6 – Student-Athletes

The Athletic Training Student should show compassion in a firm manner when dealing with the student-athlete. An athlete's emotions should be respected by the Athletic Training Student when evaluating, treating and rehabilitating the student-athlete.

Responsibilities to the Student-Athletes under the supervision of your preceptor:

- Inform the student-athlete of his/her injury, rehabilitation and participation status
- Inform the student-athlete of taping and treatment times
- Inform the student-athlete of medical appointments and transportation requirements
- Instruct the student-athlete of pre and post activity treatment and rehabilitative procedures
- Inform the student-athlete of the importance and proper use of protective equipment
- Provide educational information to the student-athlete regarding general health (i.e. rest, nutrition, etc) or instruct them on where to locate accurate information
- Learn and understand the basic fundamental rules and skills of the sport you are assigned to in order to aid the student-athlete in rehabilitation
- Do not objectify the student-athlete

3.7 – Student-Managers

Even though Athletic Training Students and student-managers are peers, they need to regard each other as professionals in the work setting. Athletic Training Students should not interfere with managerial duties before, during or after athletic events. Athletic Training Students should refrain from trying to acquire team attire from the managers. Cooperation and mutual respect should be keynotes to these relationships.

3.8 – Parents

At times, Athletic Training Students may interact with a student-athlete's parents. All interactions with parents must be under the supervision of your preceptor. The Athletic Training Student should be courteous and professional at all times. Any questions that

the student is not completely sure of should be directed to a member of the Athletic Training Staff. Although the Athletic Training Student can be open and friendly, they are to avoid discussing or giving out confidential or sensitive information. In doing so could be in violation of HIPAA and FERPA.

3.9 – Visiting Teams

The Athletic Training Student must remain professional and show impartiality when working with a visiting team and their athletic trainer. Treat them the way you would want to be treated at their facility.

Responsibilities to Visiting Teams:

- Inform the visiting athletic trainer (or coaching staff if an athletic trainer is not present) of the availability and accessibility of the Towson University Sports Medicine personnel and emergency support
- Inform the visiting athletic trainer of the facility's EAP and include them in the medical "time out"
- Show the visiting athletic trainer the Sports Medicine facilities available to them, such as the Towson Center Sports Medicine Facility, the Ford – Vetter Sports Medicine Facility in the Field House, or the Burdick Hall Satellite Facility
- Check with the visiting athletic trainer or coaching staff at the beginning, during half time and at the end of the event to determine if they need assistance

3.10 – Media / Scouts / Fans

Pro scouts, members of the media and interested fans may sometimes frequent the practice fields. Often, they may request information regarding medical information and participation status of a student-athlete. To develop a good rapport with the public, the Athletic Training Student should be courteous whenever approached by a visitor, but **SHOULD NOT** provide them with information regarding the status of or history of a current or former student-athlete, this would be in violation of HIPAA.

Responsibilities to visitors:

- Refer all visitors to the Athletic Training Staff
- Be knowledgeable of the facilities in order to help visitors locate specific areas
- Be knowledgeable of all coaches and their office locations
- Realize that the **ONLY** persons who may release medical information are the student-athlete and the Sports Medicine Staff

SECTION 4:

Clinical Experience Expectations

The following guidelines delineate the expectations of an Athletic Training Student while at their clinical experience site. As a student in the Athletic Training Program (ATP) at Towson University, you are expected to conduct yourself in accordance with these guidelines during any clinical experience. These guidelines are established for the protection of the student and to ensure that quality educational experiences are provided to each student.

4.1 – General Information

4.1.1 – Minimum Standards of Qualification

All Athletic Training Students are expected to maintain current CPR and AED for the professional rescuer certifications. You are also expected to maintain a 2.75 overall GPA and a 2.75 ATP GPA. In addition, you need to become a member of the NATA. Click [here](#) to access the NATA membership website or visit the following URL: <http://members.nata.org/eSeries/app/member/>. You will require this membership to access Atrack (ATS clinical proficiency database) and complete the various paperwork required throughout your clinical experiences. You will be required to submit your NATA membership number to the ATP Clinical Coordinator. Student memberships range from \$60 - \$80. As rates change and are not in the control of TU ATP, please refer to <http://www.nata.org/dues/dues-structure> for further information.

4.1.2 – The Basics of HIPAA

ATS Role: It is likely that an ATS will have access to a patient's (student –athlete) medical records. As an athletic training student, a student clinician, you must follow the federal laws set forth by HIPAA and always secure a patient's (student- athlete) confidentiality. By signing the acknowledgement statement at the end of this manual and the confidentiality agreement on ATRACK, you are stating you have a solid understanding of the fundamentals of HIPAA. It is your responsibility to ask questions and be clear on HIPAA before signing.

All athletic training student are expected to have a full understanding of HIPAA and abide by all of its regulations. During your clinical experience hours you are expected to abide by HIPAA to ensure patient (student-athlete) confidentiality. If at any time you have questions or are unsure how to handle a HIPAA specific regulation, ask your preceptor immediately. Do not ever assume, be sure. The ATP and your preceptors will encourage and support questions in regards to HIPAA regulations.

HIPAA: It stands for Health Insurance Portability and Accountability Act and was implemented in 1996. HIPAA sets national rules regarding the privacy of health care information. It protects an individual's medical records and how they are shared. How electronical transmission of clinical data is handled, patient access to records, patient education on privacy, and receiving consent before the release of information are all included under this act.

For more information on HIPAA visit:

<https://www.hhs.gov/hipaa/for-professionals/privacy/index.html>

4.1.3 – The Basics of FERPA

ATS Role: It is unlikely an ATS will have access to a patient's (student-athletes) educational record. You are expected to follow the regulations set forth by FERPA. Do not discuss a student-athlete's educational record without written consent. By signing the acknowledgement statement at the end of this manual and the confidentiality agreement on ATRACK you are stating you have a solid understanding

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of FERPA. It is your responsibility to ask questions and be clear on FERPA before signing.

All athletic training student are expected to have a full understanding of FERPA and abide by all of its regulations. When interacting with student-athletes, the ATS is to be aware of the regulations set forth by FERPA and abide by them. The ATP and your preceptors will encourage and support questions in regards to FERPA regulations. Always ask if you are unsure.

FERPA: It stand for Family Educational Rights and Privacy Act. It is a federal law that protects the privacy of a student’s education record. FERPA give parents certain rights to their children’s education records. The rights transfer to the student when the student reaches the age of 18.

For more information on FERPA visit:

<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

<https://www.towson.edu/registrar/grades/ferpa.html>

4.1.4 – Contacting your Preceptor

The Athletic Training Student is required to contact the Preceptor as soon as the clinical assignments have been posted; you should supply them with a copy of your class schedule and set up a meeting time to get orientated. This should be done to facilitate a good working relationship. You will be notified of the rotation prior to registering for classes, with a thorough review and explanation of the clinical rotation and expectations on the first day of classes for each semester. You are assigned to a Preceptor, not a sport specifically. All preceptors are responsible for a number of sports. You can expect to get multiple different interactions with different teams while working with your assigned preceptor.

4.1.5 – Types of Experiences

The ATP at Towson provides the ATS with clinical experiences in the High School, College, University and clinical settings. The first clinical experience will be during the students’ freshmen year and will be observational in nature. The following six semesters (two per sophomore, junior and senior years) the clinical experience will be supervised hands on experience. During all clinical experiences you will be assigned a preceptor and will remain under their direct supervision. Direct supervision is defined as the preceptor having a physical presence and will be able to intervene on the behalf of the ATS and student athlete. During clinical experiences the student will receive a very realistic clinical education, one that can ultimately better prepare them for the BOC exam and entry into the athletic training profession. The clinical experiences have been established in accordance with the ATP and the guidelines identified by CAATE. It should be clear that the ATP views the issue of supervision seriously and has taken appropriate actions to make sure that all students are supervised appropriately, all in an effort to preserve and enhance the quality educational experience for each student. At no point should you be asked to cover an event, practice, treatment without your preceptor or a supervising preceptor present. You should never

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be asked to take the place or fulfill the role of a full time staff athletic trainer. If such requests are made, it should be brought to the attention of Dr. Hildebrand or Mary Nadelen immediately.

4.1.6 – Locations for Clinical Experiences

The Athletic Training Student will be assigned to various locations both on and off campus for their clinical experiences. These locations can include but are not limited to Towson University, local public and private high schools, area colleges, and/or local sports medicine clinics. Transportation is not provided by TU; it is your responsibility to arrange transportation. Occasionally there are parking requirements and fees associated with another clinical site. Most often the preceptor and institution will work with you to eliminate the charge to the student. The ATP will disclose all known additional fees to the student. The student has the right to request a change to the clinical experience based on the additional fees

4.1.7 – Clinical Hours

Each Athletic Training Student must accrue a minimum of 200 clinical hours each semester but cannot go over the maximum number of 375 hours/semester. The goal is to average 15-20 hours per week in attempts to maintain balance with your academic schedule, but understand there will be weeks (travel weeks, multiple game weeks, playoffs) when the number of hours fluctuate. Clinical experience hours will occur during all hours of the week and may include weekends, holidays and periods of time when school is not in session. Each Preceptor will communicate a schedule of clinical hours to the Athletic Training Student. Clinical hours are a requirement for class and take precedence over employment hours.

During each semester the Athletic Training Student is allowed two days off (student days) from their clinical rotation in addition to their normal days off. You will receive at least one day off per week from your clinical experience. The student must ask permission, in writing via email, at least three days in advance. Permission must be granted by the preceptor and all parties must agree to the terms. If adequate notice is not given or permission has not been granted, the missed day will be considered delinquent and may result in a less than satisfactory evaluation from the preceptor. However, we understand that emergencies do arise. In the case of a true emergency, contact your preceptor as soon as possible to make arrangements.

4.1.8 – Recording Hours

It is the responsibility of the Athletic Training Student to record their start time and end time directly into Atrack. In addition to recording hours, each student is required to record a brief (5-7 words) snapshot of the activities they completed during the clinical experience during the recorded hours. At the end of the week your Preceptor will review, confirm and then electronically sign, approving your hours directly into Atrack. The student and preceptor have seven days to enter hours and approve them from the time they were completed. Note this timeline is unforgiving and hours cannot be added after the seven day window. This timeline encourages the student and preceptor to stay

on top of hour documentation and ensure accuracy. Each student must have one day off per week and that should be easily viewed on Atrack.

The ATP minimum hour requirement is 200 hours per semester. The maximum hours allowed is 375 hours per semester. Hours will be periodically checked throughout the semester by the ATP but it is the responsibility of the student and preceptor to continue to evaluate the progress of the hours completed to be sure the student is on track. The ATP will review the hour total of every student mid-way through the semester. Students who are not on track (below 100 hours at midterm) and students who are dedicating too much time to clinical hours (above 160 hours at midterm) will be acknowledged. A conversation will occur between the ATP, preceptor and student to identify the reason for lack of or excessive hours and correct it for the remainder of the semester.

4.1.9 – Clinical Assignments

Clinical assignments will be determined by the Program Director and Clinical Education Coordinator with consultation of the Athletic Training Staff if needed. Students will be notified of their clinical assignments in April for the following fall semester and November for the spring semester. Rising sophomores will be made aware of their fall assignments during the summer prior to their sophomore year. All Athletic Training Students are expected to fulfill hours with their assigned Preceptor for the entire academic semester and follow the guidelines set forth on the clinical agreement.

Every effort will be made to provide a variety of experiences for the athletic training student. Clinical education assignments cannot discriminate based on sex, ethnicity, religious affiliation or sexual orientation. The assigned experiences may include, but are not limited to:

- individual and team sports
- sports requiring protective equipment (e.g., helmet and shoulder pads)
- men's and women's sports
- non-sport patient populations (e.g., outpatient clinic, emergency room, primary care office, industrial, performing arts, military)
- a variety of conditions other than orthopedics (e.g., primary care, internal medicine, dermatology)

Athletic events and coverage occur during the day, evenings and on weekends. While the student is to never miss class for clinical hours, they will be expected to fulfill clinical hours during morning treatments, afternoon practices, evening games and weekend events. A sophomore student is encouraged to participate and fulfill hours when the teams are practicing, competing and receiving treatments, even when school is not in session (i.e., pre-season, winter break, holidays). As the student matriculates through the program to junior and senior status, clinical hours during pre-season, winter break and holidays are strongly encouraged. While not required, time spent fulfilling clinical hours during pre-season, winter break and holidays allows for a practical learning opportunity beyond all others. It should be a goal of every student and is an

expectation of the program that every student will work clinical hours during a fall pre-season, spring pre-season (winter break), pre-participation exams and a championship weekend. The student cannot receive any monetary remuneration for their clinical assignment or at any time during the education experience (scholarship excluded).

4.1.10 – Non-Academic Period Expectations

Athletic events occur during non-academic periods. Athletic Training Students will be aware of their assignments for the upcoming year prior to leaving in the spring of the current academic year. All Athletic Training Students are strongly encouraged to return for their assigned preceptor's preseason practices. Fall semester sports usually begin their preseason practice during the month of August. Athletic Training Students working with a Preceptor that covers a winter sport are encouraged to stay during the winter semester in January. Spring clinical assignments may include time over winter semester, spring break and after the semester has concluded. Although clinical experiences outside the traditional academic period are not required and will not be counted towards hours on ATrack, you are strongly encouraged to attend these sessions. Experience gained during pre-season and playoffs holds a lot of value as you prepare for the BOC exam and entry into the athletic training profession.

Pre-Season: When student participate in pre-season, they will be asked to provide their student ID number so a meal plan can be set –up for them in conjunction with the team they are working with during their clinical experience hours. In addition all student living greater than 20 miles from campus will be asked to stay on-campus for the duration of pre-season. A room will be provided for them at the expense of the athletic department. Due to the long hours of pre-season the ATP does not want student commuting long distances after a long tiring day, which is why students are required to stay on campus if traveling greater than 20 miles.

4.1.11 – Travel Expectations

During the competition season, the Athletic Training Student may be permitted to travel with an athletic team from their respective clinical sites to “away” competitions. You will accompany the Staff Athletic Trainer and at no time will you travel alone with a team unsupervised. With your preceptor present, you will be under direct supervision and may perform the appropriate level skills of an Athletic Training Student. The Staff Athletic Trainer covering each sport will determine traveling privileges. While travel is expected, it is still a privilege and not a right. Your travel privileges may be contingent upon your class level, performance and behavior.

While traveling, you are subject to the policies of the team with which they are traveling. You are responsible for securing the appropriate class excuse sheets, submitting them to your instructors prior to departure and making up all academic work missed while traveling. You are also expected to return to campus with the team; exceptions are limited and must be submitted in advance. When traveling with a team, you will attend all relevant team functions (i.e. meals, walk thru's etc).

4.1.12 – In-services and Orientation

Every year at the end of July or beginning of August the ATP will hold a two day orientation for all students. Attendance is mandatory. Each student is expected to

attend and actively participate in labs, breakout sessions and practice emergency procedures. Most meals will be provided but housing for the one night will not. Students are responsible for making their own accommodations.

Occasionally the Athletic Training Staff will hold educational in-services or lectures for the Athletic Training Students. These may occur during pre-season or during the semester. All meeting information will be communicated to the Athletic Training Students in advance. Athletic Training Students are expected to attend all meetings unless excused by a member of the ATP (e.g., Clinical Coordinator, Program Director or your Preceptor) PRIOR to the meeting.

4.1.13 – Grievances

If an Athletic Training Students has a problem they are encouraged to discuss it with their Preceptor, the ATP Program Director, or the Clinical Coordinator. All student have the right to express concerns about a specific clinical experience. Students should have confidence that no one will be discriminated against based on sex, ethnicity, religious affiliation or sexual orientation.

4.1.14 – Criminal Background Checks

Prior to your clinical hours, you may be required by the placement site to undergo a criminal background check. Your Preceptor will inform you if you need a background check, and what specific type of background check is needed for the facility. Criminal background checks will be obtained at your own expense.

<https://www.towson.edu/chp/careersupport/backgroundcheck/>

4.2 – Appearance and Dress Code

It is important for the Athletic Training Student to be recognizable as a member of the athletic training staff. During clinical experience time and travel, you will dress in the appropriate attire; you must be neat (wrinkle-free, shirts tucked in, pants waist height) and clean. The Athletic Training Staff reserves the right to send you home if you do not meet the dress code outlined in this resource manual. The dress code may have slight changes with each clinical assignment, however basic clothes that must be purchased and worn include:

- Black and/or white Under Armour brand polo shirt
- Under Armour shoes
- Under Armour short and/or long sleeve shirts
- Under Armour coaching shorts
- Under Armour fleece or hooded sweatshirt
- Team issued outdoor weather gear
- Khaki shorts (minimum 6” inseam) and/or pants
- Wrist watch with a second hand or digital equivalent

GEAR PURCHASE: Sophomore students entering the program will be given an order form to order the appropriate and required gear for the program. Required gear for the program will cost between 250-300 [Back to Table of Contents](#)

dollars. Upper class students will have the opportunity each summer to add gear items to their wardrobe from the approved program list.

4.2.1 – Unacceptable Attire

Attire that is NOT ACCEPTABLE

- Jeans or jean shorts
- Cut offs / short shorts (shorts with an inseam less than 6")
- Tight or revealing clothing
- Cotton sweat pants, jogger sweat pants or yoga/legging pants
- Shorts with no pockets
- Clothes adorned with a brand name or logo other than under armour
- Clothes adorned with a the name or logo of another school
- Hats with the logo, name of another school or professional sports team
- Clothes that reveal the color or presence of undergarments

4.2.2 – Hair and Grooming

The Athletic Training Student should keep a neat and clean appearance. This includes keeping haircuts clean, neat and orderly, long hair pulled back so it is not limiting vision, being properly shaven, and not wearing excessive makeup. You must present a professional appearance without drawing attention to yourself. In accordance with the Center for Disease Control and Prevention Guidelines for Hand Hygiene (<http://www.cdc.gov/handhygiene/Guidelines.html>), natural nail length should be less than ¼ of an inch and artificial nails and chipped nail polish are prohibited.

4.2.3 – Jewelry

Athletic Training Students (both male and female) should refrain from wearing loose, dangling, distracting or excessive jewelry while completing clinical experience hours. This includes large/dangling earrings, necklaces/chains, and bracelets. No visible body piercings are permitted (excluding earlobes). The Athletic Training Staff reserves the right to ask an Athletic Training Student to remove any excessive jewelry that may pose a danger to student-athletes or inhibit the Athletic Training Student from performing their duties.

4.2.4 – Practice Attire and Expectations

Acceptable attire for practice shall consist of the following:

- Under Armour Tee shirt or collared shirt bearing the logo of Towson University
- Under Armour Tee shirt or collared shirt that is plain/unmarked and either black, gold, grey or white in color
- Shirts should be long enough to be tucked completely in to the pants/shorts
- Beige or black slacks / capri pants (women) with belt
- Golf / Bermuda style shorts with belt
- Mesh shorts with pockets
- Nylon wind pants that are in good shape and are plain colored
- Socks
- Under Armour Athletic type shoes

- Hats with the Towson University logos

Expectations when out at practice consist of:

- Having a field bag equipped with appropriate materials
- Always having Gloves and gauze immediately accessible
- No sitting – may take a knee
- Watching practice (no playing with balls)
- Following all appropriate dress codes, grooming and jewelry guidelines
- No inappropriate or unnecessary socializing with athletes

4.2.5 – Game Attire

Acceptable attire for games shall consist of an Under Armour Polo Game Shirt, black or tan/khaki slacks (or shorts depending on the weather), socks and athletic type shoes. It should be noted that Athletic Training Students who are working indoor sports (i.e. volleyball, men’s basketball, women’s basketball and gymnastics) should check with their Preceptor for their specific dress code and expect it to involve more business casual attire or “dress” clothes (i.e. coat and tie for males, appropriate business attire for females).

4.2.6 – Travel Attire

The Athletic Training Student is subject to the dress code of the team with which they are traveling. Please check with your Preceptor for team specifics. You should be aware that this may require wearing “dress” clothes. If the team attire is more casual (wind pants and t-shirts), you are still expected to dress in business casual attire to identify yourself as a member of the staff, not a student-athlete. Remember that you are traveling as a representative of Towson University and as a member of the athletic training profession and should dress accordingly. Your outfit should never draw attention to you and should be functional. Skirts are not a function piece of attire for an athletic trainer. While traveling, if you need to assist an athlete your outfit needs to be functional.

4.2.7 – Inclement / Cold weather

In the event of inclement / cold weather the athletic training student is asked to wear black, grey, white, or gold outer gear. If school is closed due to inclement weather, you are not expected to risk your safety to get to practice. However, if you are on campus and can safely get to the ATR, you can discuss clinical experience hours with your preceptor. With school closures and delayed openings, while not required to attend clinical experience hours during the hours the school is closed, you should always communicate with your preceptor to learn about schedule changes due to the weather.

4.3 – Personal Conduct

All Athletic Training Students are expected to conduct themselves in a professional manner at all times. You should never act in a way that reflects poorly on the University, the Athletic Department, the Athletic Training Program, and the profession

of athletic training or yourself. The NATA Code of Ethics (<http://www.nata.org/codeofethics>) outlines proper conduct for athletic trainers and should be used as a guideline for proper behavior. You should be familiar with this code and carry yourself accordingly.

Towson University – Code of Student Conduct

As students of Towson University you are expected to abide by the Code of Student Conduct: https://www.towson.edu/studentaffairs/policies/documents/code_of_student_conduct.pdf. This document outlines prohibited conduct as students of Towson University. Some examples of prohibited conduct include but are not limited to: uncooperative behavior, disruption of teaching, consuming alcohol from an open container on campus property at a location not approved by the University, possession or use of illegal drugs, and discrimination against any person. A complete outline and definitions can be found in this document. It is the responsibility of Towson University to maintain a high standard of conduct as outlined in the Code of Student Conduct.

Statement on Diversity, Inclusion, and Misconduct:

Towson University (TU) is committed to ensuring a safe, productive learning environment on our campus that does not tolerate sexual misconduct, including harassment, stalking, sexual assault, sexual exploitation, or intimate partner violence [Policy 06.01.60]. It is important for you to know that there are resources available if you or someone you know needs assistance. You may speak to a member of university administration, faculty, or staff, but keep in mind that they have an obligation to report the incident to the Title IX Coordinator. It is a goal that you feel able to share information related to your life experiences in classroom discussions and in one-on-one meetings. However, it is required to share information with the Title IX Coordinator regarding disclosures, but know that the information will be kept private to the greatest extent possible. If you want to speak to someone who is permitted to keep your disclosure confidential, please seek assistance from the TU Counseling Center 410-704-2512 to schedule an appointment, and locally within the community at TurnAround, Inc., 443-279-0379 (24-hour hotline) or 410-377-8111 to schedule an appointment.

In addition, TU is committed to maintaining an inclusive and equitable campus community and the Department of Kinesiology promotes these values among all students. Should you be seeking resources and support related to these issues, please visit: <https://www.towson.edu/inclusionequity/>. This link provides information on reporting sexual misconduct, incidents of hate or bias, as well as accessibility and non-discrimination.

4.3.1 – Class Scheduling

The Athletic Training Student should make every effort to schedule classes around their clinical experience hours. Once you receive your clinical assignment, contact your preceptor to determine typical treatment and practice times. Schedule your classes based off the information given by preceptor. If you encounter difficulty with class

scheduling based on your clinical assignment, speak to the CEC and assistance will be provided to develop a class schedule that works well with your clinical assignment.

4.3.2 – Outside Employment

Clinical experience hours are a major requirement of the ATP, part of your clinical course grade and take priority over personal employment/job hour requirements. You are encouraged to communicate all ATP requirements with your employer and your employment requirements with your preceptor; often a compromise can be met. It is unacceptable to miss clinical hours for employment opportunities. You are encouraged to seek employment that provides flexibility to accommodate schedule changes.

4.3.3 – Personal Emergencies / Illness

Any Athletic Training Student who is unable to fulfill their professional obligations due an emergency must notify their preceptor at the earliest possible time. An emergency is defined as a situation that involves the Athletic Training Student or a member of their immediate family and will require an unscheduled absence from assigned responsibilities.

4.3.4 – Interpersonal Relationships

It is not acceptable for athletic training students to date or form close personal relationships with the student athletes. This is not professional and places you in a compromising position and will jeopardize your matriculation through the program. Dating of University Athletic Department Staff by Athletic Training Students is strictly prohibited. Discovery of such relationships (peer or staff) may result in re-assignment or dismissal from the clinical experience. If currently dating a student athlete, we ask that you inform the program director and we can easily assign you to a clinical experience that will not place you in a compromising situation. You will not be assigned clinical experience hours with a preceptor that would interact with the team in which you are dating a member.

4.3.5 – Social Media and Cell Phones

It is not acceptable for the Athletic Training Students to “friend” a student athlete or University Athletic Department Staff. You must be cognizant of all status postings and picture postings and tags need to remain professional so you do not place yourself or others in a compromising position that could embarrass you or Towson University. You need to remember that social media is neither private nor secure; once something is posted; it is available to anyone on the World Wide Web. Cell phones used during clinical hours should be for educational or emergency purposed only. Your preceptor will discuss specific cell phone rules with you.

4.3.6 – Alcohol / Drug Policy

The Athletic Training Student is obligated to adhere to the Athletic Department policy and the University policy on drugs and alcohol.

<https://www.towson.edu/ehs/documents/cdl-drug-alcohol-program-12-2013-1.pdf>

While traveling with a team, you are prohibited from consuming alcohol or drugs. Violation of this policy may result in removal from the clinical experience, with an automatic grade of unsatisfactory on your evaluation for this clinical experience. Athletic Training Students will not consume alcohol prior to or during the performance of their assigned clinical experience hours. If you are considered impaired by your Preceptor, head coach or peers, you will be subject to removal from the clinical experience. Drug use of ANY kind that is non-therapeutic in nature will not be tolerated and is grounds for dismissal from the clinical experience and the program.

4.3.7 – Punctuality

The Athletic Training Student is expected to arrive for their assignment at the scheduled time. Repeated lateness/tardiness will result in disciplinary action. If you anticipate that you will be late, you are expected to contact your preceptor in a timely fashion.

4.3.8 – Confidentiality

The Athletic Training Student is expected to follow HIPAA and FERPA. At the beginning of each academic year you will be required to read and sign a document on confidentiality policies. This document is located on ATrack. If you are placed in a situation where you are asked for confidential information, refrain from giving any information and politely refer the individual to a member of the Sports Medicine Staff. Violation of this policy may result in removal from the clinical experience, with an automatic grade of unsatisfactory on your evaluation for this clinical experience. Refer to section 4.1.2 and 4.1.3 in your manual for more information on HIPAA and FERPA.

4.4 – Athletic Training Facility Expectations

4.4.1 – Athletic Training Facility Rules

Athletic Training Students are expected to abide by and enforce the posted Athletic Training Facility Rules. Rules may change periodically as the Staff Athletic Trainers see fit. The student will be informed of such changes and expected to follow additions or changes to the current rule policy.

4.4.2 – Classroom assignments in the Athletic Training Facility

Throughout the semester the student will be given assignments to assist them in learning the clinical proficiencies. The assignments are designed to achieve numerous things. (1) Focus the student's attention on a particular skill and assist them in becoming proficient (2) Pull specific skills together and aid the student in collecting their thoughts to justify clinical outcomes. (3) Expose the preceptor to material being taught in the classroom (4) Specifically address competencies so students have clear progression from one class to another, one competency to the next. (5) Assists the preceptor with assessment of specific competencies.

All of the assignments require real time scenarios, written and verbal feedback from the preceptor and final drafts signed by both the student and preceptor. Assignments are given at the beginning of the semester with numerous due dates. It is the

responsibility of the student to plan well in advance and have open lines of communication with their preceptor to allow time for assignment completion, feedback and editing.

4.4.3 – Application of Skills to the Student Athlete

As students matriculate through the program they learn many skills in the classroom that can be applied in the clinical setting in real time. Receiving a passing grade on an exam does not translate to being clinical sound to apply the skill. For all clinical skills (taping, stretching, wound care, modality use, rehabilitation, etc.) the student must verbally express knowledge of the skill and be able to give justification of its use to the preceptor. Then, once they show competence of the didactic material learned in class, they can start to apply the skill to athletes in real time. However, the preceptor is responsible for assessing the ability of the student through supervised applications before the student is allowed to complete it “on their own”. You will always be under direct supervision, but competence of skills will allow for supervised autonomy. It is realistic to assume a student may be taught a skill in the clinical setting that they have yet to learn in the classroom. In this situation, the preceptor is responsible for teaching, supervising and assessing the skill prior to allowing the student to perform the skill.

4.4.4 – Dispensing OTC Medications

The Athletic Training Student should not dispense prescription or over-the-counter (OTC) medications to anyone without permission and supervision of a staff athletic trainer, keeping in line with standing physician orders.

4.4.5 – Inventory Procedures

The Athletic Training Student is responsible for reporting all inventory changes to a member of the staff, preferably to Courtney Martin. Prior to removing inventory from the storeroom, you must ask permission.

4.4.6 – Medical Records Storage

The Athletic Training Student needs to follow HIPAA and FERPA guidelines regarding medical records. At no time should medical records of any kind be left out in the open or taken from the athletic training room.

4.4.7 – Computer / Phone Usage

Computers within the staff offices are for staff use only. The Athletic Training Student may not use a staff member’s computer unless given permission by said staff member. If you need to use a computer for a specific purpose you may ask a staff member for permission. Computer use should be limited to emergency situations, not emailing and surfing the web. Student-athletes may never use a staff member’s computer at any time.

At times you may need to answer the phones within the athletic training room. Always answer the phone with “Towson University Athletic Training Room, this is ____.” Remember to get a name and number when taking a message. Please deliver all messages to the intended recipient as soon as possible. Athletic Training Students are

not to use their personal cell phones while working in the athletic training room. The only exception to this is if there is a personal emergency that needs to be addressed.

4.4.8 – Daily / Weekly Clean up

Since the athletic training rooms are medical facilities, the utmost effort should be made to keep the facilities clean. All students and staff are responsible for this at all times. No food or drink will be allowed on the clinical floor, this helps keep it clean. Cleaning should be maintained throughout the day. Clean up after the athletes you work with and prior to leaving the athletic training facility for the day. End of the day cleaning should not be the sole responsibility of the last team practicing. .

4.4.9 – Modalities

Modalities should only be used after being instructed on the specific athletic training skill prior to performing the skill on the patient. These skills should be performed under direct supervision of a Preceptor.

4.4.10 – Rehabilitation Equipment

Various pieces of rehabilitation equipment are located in the athletic training rooms. Athletic Training Students should familiarize themselves with the proper use and function of these machines. They should also be aware of the basic maintenance of the machines as well as notify a member of the staff if you believe a machine requires maintenance.

4.4.11 – Staff Offices

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All offices within the sports medicine facilities are private. If you wish to enter staff offices or other health professional offices, you should knock and ask permission before entering.

4.4.12 – Personal Belongings

The Athletic Training Student is expected to keep their personal items stowed in the designated areas and should bring only what is needed for that day.

4.4.13 – Staff Locker Room

The staff locker room/bathroom may be used by Athletic Training Students. Student-athletes are not permitted in the locker room unless specifically granted permission by a member of the staff.

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4.4.14 – Gators

The Athletic Training Student who uses the Gator must follow the policy and procedures outlined below as well as any others specific to a facility.

- Complete the driver safety course
- Inspect the Gator prior to and after use
- Report any issues or concerns to your preceptor
- Maintain fuel levels

- Obey all traffic and parking laws
- Report all incidents and file the appropriate paperwork
- Return the gator to its appropriate parking area when finished and return the keys to the appropriate area

If you are found to be in violation of any of the above procedures you could lose your gator driving privileges and face resultant consequences.

4.4.15 – Setting Up / Breaking Down Practices

All Athletic Training Students and Staff Athletic Trainers share the responsibility of helping to set up and break down their practices. Athletic Training Students are responsible for learning the practice set up and breakdown specific to the needs of the sport they typically provide care for. Knowing how to properly prepare, break down and clean the appropriate number of coolers, ice chests, crash bags, medical bags and supplies is a requirement for every student for each clinical experience. You should also note the differences in preparation and breakdown for games and practices

4.5 – Off Campus Facility Expectations

All Athletic Training Students will have at least one experience at an off campus facility. While at this off campus facility, you are expected to follow the rules and regulations outlined in this manual. However the preceptor at your off campus rotation could make adjustments as they feel are appropriate for their facility. This includes, but is not limited to: scheduled hours, dress code, medical record documentation and services to be provided.

4.6 – Documentation Policies

4.6.1 – Injury Record Keeping

The Athletic Training Student will have the opportunity to perform evaluations on injured student-athletes. When performing these evaluations, you should use the standard method taught in class (i.e., Subjective, Objective, Assessment and Plan). When your evaluation is complete you will fill out an initial injury report as completely and thorough as possible. Once these forms are complete, you will show them to your preceptor for approval. Once approved by your preceptor, enter the information into the appropriate database. Subsequent daily notes, re-evaluations, rehabilitation and progress notes will follow the same procedure.

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Athletes participating in a therapeutic exercise program will have a prescribed rehabilitation program. You may be asked to monitor/supervise a rehabilitation exercise session with a student-athlete. As the student-athlete completes the exercises, you will document in detail what was performed during each rehabilitation session. The rehabilitation program may only be changes under the direct supervision of your preceptor.

4.6.2 – Issuing Equipment

Sometimes it is necessary for injured student-athletes to have equipment (such as crutches, sleeves, air casts, ankle braces etc) loaned to them. Equipment is only issued under the direct supervision of your preceptor and documented appropriately. Upon return, equipment will be inspected, cleaned and stowed.

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SECTION 5:

Emergency Procedures

The following section outlines the policies and procedures to be implemented in emergency situations.

5.1 – Emergency Action Plans

It is the responsibility of the ATS to learn, know and be familiar with the site EAP of the facility of where you are assigned, on or off campus. This includes but is not limited to lightning policy, location of the AEDs, crash bag, spine board, equipment removal kits and additional material specific to the site. Every ATS should know their specific role prior to an emergency happening. In the event of a life threatening/potential catastrophic injury, the protocol set forth by the Preceptor must be followed. ATS should be included in the medical “time out” performed before every game. The Emergency Action Plans for each facility can be accessed on ATrack.

5.2 – Campus Map

Follow this link to view the campus map. Please familiarize yourself with the location of the facilities and the names of the roads leading to them. To access the link, hold the CTRL key and click on the link:

<http://www.towson.edu/maps/documents/campus-map.pdf>

Students completing clinical experience hours off campus should locate and review site maps to be prepared for an emergency

5.3 – Incident Reports

If you experience an injury or incident while performing your clinical experience hours as a ATS, you need to inform your preceptor and complete the appropriate paperwork at your clinical site. Once you have completed the appropriate paperwork, you must submit it to the specified personnel as outlined at your clinical rotation and submit a copy to the ATP Clinical Education Coordinator at Towson University.

SECTION 6:

OSHA / Exposure Control / Blood Borne Pathogens and Immunizations

The following section contains information regarding Blood Borne Pathogens (BBP), Infectious diseases, the plan to control exposure to BBP and Infectious diseases and information about the required immunizations.

6.1 – Blood Borne Pathogens and Other Potentially Infectious Materials/Diseases

Bloodborne Pathogens are pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV), human immunodeficiency virus (HIV). Infectious diseases include, but are not limited to, HBV, HCV, HIV, Measles, Mumps, SARS, Rubella Meningitis and Tuberculosis.

Other Potentially Infectious Materials/Diseases are defined as: (1) The following human body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids; (2) Any unfixed tissue or organ (other than intact skin) from a human (living or dead); and (3) HIV-containing cell or tissue cultures, organ cultures, and HIV- or HBV-containing culture medium or other solutions; and blood, organs, or other tissues from experimental animals infected with HIV or HBV.

6.2 – Universal Precautions

Universal Precautions is an infection control method which requires employees to assume that all human blood and other human body fluids are infectious for HIV, HBV other bloodborne pathogens, and infectious diseases and must be treated accordingly. These precautions include but are not limited to:

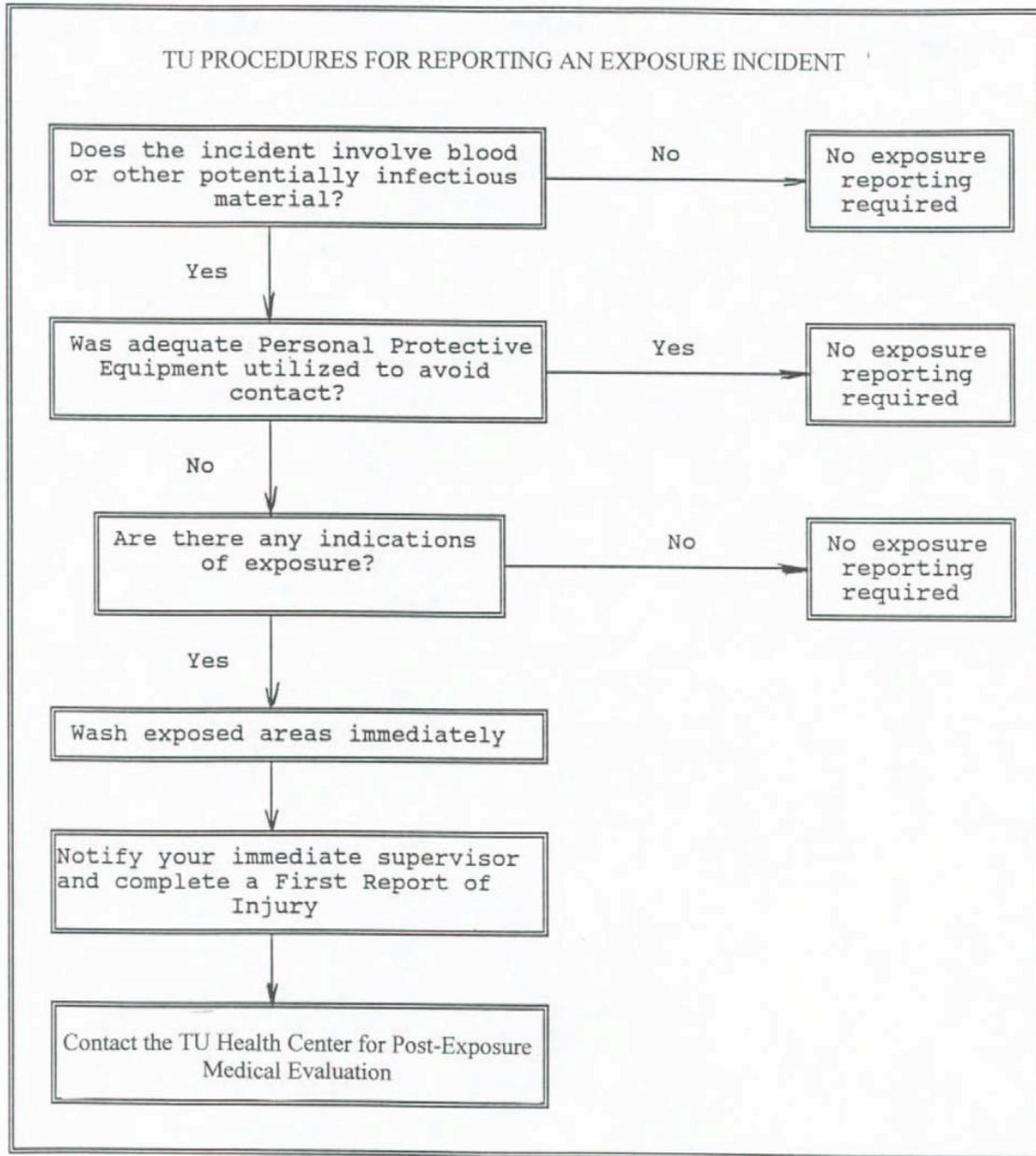
- Treat all situations involving potential contact with blood, body fluids or medical waste with caution.
- Wash hands after contact with any bodily substance or articles contaminated with a bodily substance
- Wear protective gloves on both hands for anticipated direct hand contact with blood, body fluids, medical waste or contaminated objects or surfaces. The gloves must be replaced if torn, punctured, contaminated, or if their ability to function as a barrier is compromised.

6.3 – Exposure Control Plan

Maryland Occupational Safety and Health (MOSH) adopted the Occupational Safety and Health Administration's (OSHA) regulatory standard dealing with occupational exposure to bloodborne pathogens and infectious diseases (29 CFR 1910.1030) on April 1, 2014. The purpose of the standard is to eliminate or to minimize an employee's risk of an occupational exposure to blood or other potentially infectious diseases and materials as defined by OSHA. A detailed copy of this plan can be found on the Towson University Department of Environmental Health and Safety web site

<https://www.towson.edu/ehs/documents/bloodborne-pathogens-program-1.pdf>
<https://www.towson.edu/publicsafety/police/documents/2.0406bloodbornepathogens.pdf>

6.4 - Procedures for Reporting an Incident



6.5 – NCAA Regulations

Guidelines and precautions in the treatment of bleeding injuries and the transmission of blood-borne diseases can be found in the NCAA Sports Medicine Handbook. The NCAA has made a statement for all sports concerning blood-borne diseases. Please note the following situations that game officials and an institution's medical personnel must be prepared to administer.

1. When a player incurs a wound that causes bleeding, the official must stop the game at the earliest possible time and make the player leave the game for treatment.
2. When a player's uniform has blood on it (whether it is the player's own blood or someone else's blood), the official must stop the game at the earliest possible time and make the player leave the game to have the uniform evaluated by medical personnel. If the team's medical personnel determine that blood has saturated the uniform, the player must change the bloodied part of the uniform. If saturation has not occurred, the player may continue to wear the uniform.

This evaluation is done by a team's medical personnel and not by the game official. Once the player is ready to re-enter the game, the official may assume that proper attention has been given to the situation.

6.6 – OSHA Training

Initial and annual refresher training is provided by the Athletic Training Staff during summer orientation. The training provides an overview of the applicable regulations, general information regarding blood borne pathogens, modes of transmission, recognition of tasks with the potential for occupational exposure, universal precautions, engineering and work practice controls, personal protective equipment, procedures for reporting an exposure incident, availability of post-exposure medical evaluation and counseling, availability of vaccines, spill response and the disposal of special medical wastes (SMW).

6.7 – Communicable Disease Policy

The following are guidelines for students enrolled in the Athletic Training – Undergraduate Professional Program at Towson University of Maryland. The policy has been drafted in accordance with accreditation standards and is comparable to that required of the Office of Environmental Health and Safety.

1. All students enrolled in the Athletic Training Program must help and ensure a safe and healthy environment for all students, faculty members, clinical staff and student-athletes/patients by maintaining their health.
2. When an athletic training student becomes ill they should:
 - a) Seek medical attention immediately from the University Health Center, local physician, or family doctor,
 - b) Inform the treating physician that they are enrolled in an allied health education program and explain the role that they play in caring for injured/ill physically active individuals,
 - c) Discuss the restrictions/precautions that should be taken based on the diagnosis provided,

- d) Contact their Clinical Preceptor, AT Program Director and Clinical Education Coordinator to discuss their status,
 - e) Follow the prescribed treatment until the treating physician releases them fully for participation in unlimited clinical activities.
 - f) Please note: Students are responsible for expenses related to their care, through student and/or personal insurance or by some other means.
3. The AT Program and the clinical site affiliates, may not allow students with communicable diseases or conditions to have patient contact. This restriction may be necessary to protect the health and safety of all patients and staff at these sites. Persons with the following medical conditions will not be allowed patient contact without a medical clearance:
- a. Active chickenpox, measles, german measles, herpes zoster (shingles), hepatitis A, hepatitis B, hepatitis C, tuberculosis
 - b. Oral herpes with draining lesions
 - c. Group A streptococcal disease (i.e., strep throat) until 24 hours of treatment received
 - d. Diarrhea lasting over three days or accompanied by fever or bloody stools.
 - e. Draining or infected skin lesions
 - f. Conjunctivitis
- If an ill student is unsure whether he/she should participate in patient care in the manner outlined above, the ATS should inquire with the appropriate healthcare personnel as described herein.
4. Athletic training students are to remove themselves from their clinical affiliations and/or classrooms if they believe that their health status endangers those around them. Athletic Training Students will NOT be penalized for clinical time missed due to diagnosed illness, with proper documentation. Students will work with their Course Instructor(s)/Program Director/Clinical Coordinator to address the need to make-up any clinical time/experience lost due to illness.
5. In the event of a prolonged illness, athletic training students should contact the Disability Support Services to appropriately document the cause of absence.

Policy Summary

All students enrolled in the Athletic Training Program must help to ensure the safety and the health of the people they come in contact with on a daily basis. ATS must seek medical attention immediately and discuss the restrictions/precautions that should be imposed due to their illness. The ATS should inform their Preceptor, Program Director and the Clinical Education Coordinator of their status and discuss plans to address any clinical time lost. The ATS who has been diagnosed with a communicable/contagious disease must have a physician release before resuming their clinical activities.

6.8 – Immunizations for Health Professional Students

All athletic training students need to abide by university policy and show proof of immunizations when they register as a freshmen. As you enter to the major please review the additional requirements below and be sure the University Health Center has proof of all required immunizations.

Mandatory for all Students: Measles-Mumps-Rubella: Two doses given on or after first birthday or documented positive IgG titers to Measles (rubeola), Rubella and Mumps (Attach lab report) Tetanus-Diphtheria-Pertussis (Tdap): Single dose of Adult Tdap (Adacel or Boostrix) given at ≥ 11 yrs. of age AND after 5/2005 (date of FDA licensure). Pediatric DTaP given <11 yrs. of age or before 5/2005 NOT acceptable. A Td (Tetanus-diphtheria) booster is NOT an acceptable alternative unless there is a documented medical contraindication to Pertussis vaccine. In that case, Td booster within 10 years of start of classes will be accepted.

Mandatory for On-Campus Students (additional): Meningococcal (Meningitis) (Conjugate vaccine, Menactra or Menveo) given ≥ 16 yrs. of age

Mandatory for Health Professional Students (additional):
Varicella, Polio (IPV or OPV), Hepatitis B series

Use this link to access university health center – Immunizations
<http://www.towson.edu/healthcenter/immunizations.html>

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APPENDIX A:

Towson Sports Medicine Facility Rules

General Sports Medicine Facility Policies and Procedures For Towson AT Facilities

In order to ensure proper and precise medical care and treatment, the following guidelines must be followed at all times.

- All student-athletes must be cleared to participate by the Team Physician through a pre-participation physical exam.
- All student-athletes must have proof of insurance on file with the Sports Medicine Staff prior to participation (insurance form and copy of front and back of insurance card).
- All student-athletes must report injuries within 24 hours after occurrence.
- Student-athletes should not seek medical attention without reporting to the Sports Medicine facility first (with emergency illnesses/injuries as the exception).
- All referrals will be made through the Sports Medicine Staff.
- Use of the Sports Medicine facility is strictly for student-athletes involved in the Towson University intercollegiate athletics program. However, some exceptions can be made for those individuals who have the appropriate medical documentation.
- Student-athletes are not permitted in the Sports Medicine facility without proper supervision.
- Student-athletes must seek the guidance of a Certified Athletic Trainer every time they enter the Sports Medicine facility.
- Student-athletes must report to the Sports Medicine facility for taping, treatment, and rehabilitation in proper attire (i.e. shorts, sweats, t-shirts, sports bras, etc).
- Unnecessary clothing and equipment (i.e. cleats, helmets, shoulder pads, gloves, balls, etc.) are not to be brought into the Sports Medicine facility. These items are to be left in the hall or in the locker rooms.
- The use of tobacco products will not be tolerated in the Sports Medicine facility.
- Food and drinks are not permitted in any areas of the Sports Medicine facility.
- Abusive and/or foul language, horseplay, and/or loitering are not allowed in the Sports Medicine facility.
- All student-athletes must shower before receiving **any** form of treatment.
- Shoes are not allowed on the treatment tables.
- No supplies are to be taken from the Sports Medicine facility without the permission of a Certified Athletic Trainer.
- All equipment is to be signed-out before being removed.
- Student-athletes are not to operate equipment and/or perform “self-treatments.”
- Student-athletes are not permitted to use Sports Medicine facility phones, fax machines, copy machines, and/or computers under any circumstances.
- Multimedia devices are not permitted to be used during rehabilitation.

All student-athletes are expected to strictly adhere to the rules and regulations at all times. Failure to comply with the rules and regulations may result in disciplinary actions.

OPENING AND CLOSING PROCEDURES

Taping and Counter Area

- **Opening Procedure**
 - The taping area is to be checked to ensure it is ready to go for taping in the afternoon.
- **Closing Procedure**
 - Daily, the taping drawers are to be re-stocked and arranged neatly.
 - Weekly the instrument tray is to be emptied, cleaned with disinfectant, and filled with solution to cover instruments.
 - Daily, the sundry jars are to be stocked with the appropriate items.
 - Gloves are to be restocked as needed.
 - Taping tables are to be wiped with tape remover and cleaned with disinfectant.
 - The counter tops are to be cleaned and disinfected.
 - The sinks are to be cleaned.
 - The cabinet drawers and doors are to be wiped down with disinfectant.

Modality and Treatment Area

- **Opening procedures**
 - Clean towels are to be placed on the appropriate shelves (under treatment tables).
 - Clean ace wraps are to be rolled and place in the ace wrap drawer.
 - Game Ready units are to be filled.
 - Modalities are to be turned on.
- **Regular Maintenance**
 - The treatment tables are to be cleaned with disinfectant after each use.
 - Weekly, the treatment table shelves and contents are to be cleaned with disinfectant.
 - Weekly, the modality equipment (electrical stimulation and ultrasound) is to be wiped down.
 - All modality attachments are to be placed on the cart after use.
 - Electric stimulation pads are not to be left out in the open. If adhesive pads are being used, the athlete's skin must be cleaned with alcohol swab prior to treatment. Adhesive pads must be placed on plastic card and returned to sealed bag to extend pad usage.
 - The ultrasound transducer head is to be cleaned with a dry towel after each use.
 - The hydrocollator unit is to be drained and cleaned at the end of each month. Also, the outside of the unit is to be cleaned with stainless steel cleaner as needed.
 - The whirlpools are to be drained and cleaned with disinfectant daily. The filters are to be checked at each cleaning and rinsed when dirty. Re-fill whirlpools with 4 cups of bleach.
 - The outside and tops of the whirlpools are to be cleaned and disinfected weekly or more often if necessary.

- The hydrotherapy equipment (SwimEx, Cold Plunge, etc.) water must have pH and Chlorine levels checked daily, while Total Alkalinity and Calcium Hardness must be checked weekly. Levels should be recorded in the appropriate file with changes made to alter the chemical balance done as needed.
- The SwimEx must be emptied and cleaned twice annually, at which time the filters should be removed and cleaned.
- The Cold Plunges must be emptied and cleaned once a month, at which time the filters should be removed and cleaned.
- **Closing Procedures**
 - The treatment tables are to be cleaned with disinfectant.
 - The treatment table shelves are to be arranged in proper order. Weekly the contents of these shelves are cleaned with disinfectant.
 - The dirty towels and ace wraps are to be collected and placed in the dirty laundry bin. They are to be taken to laundry room, washed and dried as necessary, or at least every morning. At the end of each day, the hydrocollator covers are to be laundered.
 - The hydrocollator's water level is to be checked and filled to the appropriate level.
 - Weekly, ice cups are to be made to fill the freezer.
 - The Game Ready are to be emptied, dried out, and left open.
 - Game Ready sleeves are to be removed from the heat exchanger, left unzipped and hung to dry with the blue side facing out.
 - Ultrasound gel bottles are to be refilled.
 - The paraffin bath is to be emptied and cleaned at the end of each semester, or more frequent dependent on the cleanliness of the unit.

Rehabilitation Equipment

- **Maintenance**
 - Daily the rehab area is kept neat and clean.
 - Weekly, the rehab equipment is to be wiped down with disinfectant.
 - Daily the rehab equipment vinyl is to be wiped down after use.

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APPENDIX B:

Towson University Athletic Training Student Club Bylaws

TOWSON UNIVERSITY ATHLETIC TRAINING CLUB CONSTITUTION AND BY-LAWS

PREAMBLE

The Towson University Athletic Training Club's purpose is to promote, stimulate, educate, and encourage study, research, scholarly writing, and professional development in the area of athletic training both theoretically and in applied aspects.

ARTICLE I-NAME

The name of this organization, which is Student Government Association (SGA) affiliated, will be the Towson University Athletic Training Club.

ARTICLE II-MEMBERSHIP

Section 1: All full-time students, with a 2.0 GPA and that are enrolled in the Athletic Training Education Program at Towson University are members of the Athletic Training Club. The Athletic Training Club does not discriminate against individuals on the basis of race, color, national origin, religion, sex, marital status, age, or condition of disability.

Section 2: Each member of this organization is required to contribute a semester fee totaling five dollars in order to be a member.

Section 3: Each member of this organization is required to attend a total of 2 general meetings during the course of a semester, 4 during an academic year.

Section 4: Each member of this organization is required to attend at least 1 community service event during the course of a semester, 2 during an academic year.

ARTICLE III-RESPONSIBILITIES

The responsibilities of the Athletic Training Club will be:

- A. The Athletic Training Club, its members and officers shall maintain the standards as stated by the by-laws and constitution.
- B. The Athletic Training Club shall act as a liaison between the professional community and the student body toward improving the awareness of athletic training and the interests of the profession in an academic environment.
- C. The Athletic Training Club shall maintain an effective, current constitution. The constitution shall be reviewed in the spring of every year beginning in the spring of 2009.
- D. Any member of the Athletic Training Club may propose changes to the Constitution and the by-laws in writing.

ARTICLE IV-EXECUTIVE BOARD

- Section 1: The Executive Board of the Athletic Training Club will consist of:
- A. President
 - B. Vice President
 - C. Treasurer
 - D. Secretary
 - E. Community Service Representative
 - F. Fundraising Chair
 - G. Junior/Sophomore class representative
- Section 2: The description and responsibilities of the Executive Committee will consist of:
- A. President
 - a. Will preside at all club and executive meetings of the Athletic Training Club.
 - b. May call impromptu meetings of the Athletic Training Club at his/her discretion.
 - c. Will report actions of the Athletic Training Club to the faculty advisor(s).
 - d. Will serve as a representative of the Athletic Training Club policies and philosophies to administrators, staff, and all other personnel at Towson University.
 - e. Will assume overall responsibilities and delegations of the Athletic Training Club.
 - f. Will lead the Athletic Training Club meetings.
 - g. Will coordinate and oversee all projects and programs.
 - h. Will work in conjunction with the other executive board members.
 - i. Will be responsible for developing and maintaining a relationship and direct communication with other Towson University clubs and organizations.
 - B. Vice President
 - a. Will assume the President's responsibilities in the event he/she is absent or leaves office.
 - b. Assist President in his/her responsibilities.
 - c. Will preside at all club and executive meetings of the Athletic Training Club.
 - d. Will work in conjunction with the other executive board members.
 - e. Will be responsible for developing and maintaining a relationship and direct communication with other Towson University clubs and organizations.
 - f. Will be responsible for managing email (atclub@towson.edu) and website (www.towson.edu/atclub) accounts as well as maintaining the website accurate and current.
 - C. Treasurer

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- a. Will preside at all club and executive meetings of the Athletic Training Club.
- b. Shall be responsible for all of the Athletic Training Club funds and expenses. The treasurer must handle all transactions.
- c. Required to develop a budget and turn it to the SGA office when required.
- d. Treasurers are required to attend the Student Government Association's scheduled treasurer meetings.
- e. Will work in conjunction with the other executive board members.
- f. Will be responsible for developing and maintaining a relationship and direct communication with other Towson University clubs and organizations.

D. Secretary

- a. Will preside at all club and executive meetings of the Athletic Training Club.
- b. Records minutes of all the Athletic Training Club meetings, including executive meetings.
- c. Records and administers prior meeting minutes to the faculty advisor who will distribute to the members of the club.
- d. Will record attendance of all meetings of the Athletic Training Club.
- e. Will work in conjunction with the other executive board members.
- f. Will be responsible for developing and maintaining a relationship and direct communication with other Towson University clubs and organizations.

E. Community Service Representative

- a. Will preside at all club and executive meetings of the Athletic Training Club.
- b. Will be responsible for informing the Athletic Training Club of possible community service opportunities.
- c. Will be responsible for recording, maintaining, and reporting community service hours to the Athletic Training Club and to the appropriate SGA representative.
- d. Will work in conjunction with the other executive board members.
- e. Will be responsible for developing and maintaining a relationship and direct communication with other Towson University clubs and organizations.

F. Fundraising Chair

- a. Will preside at all club and executive meetings of the Athletic Training Club
- b. Will be responsible for informing the Athletic Training Club of possible fundraising opportunities.

- c. Will be responsible for recording, maintaining, and reporting fundraising hours to the Athletic Training Club and to the appropriate SGA representative.
- d. Will work in conjunction with the other executive board members
- e. Will be responsible for developing and maintaining a relationship and direct communication with other Towson University Club and Organizations.

G. Junior / Sophomore Representative

- a. Will represent their class in executive board meetings and in club meetings.
- b. Will be in charge of promoting the club to their class and assisting in making sure that members are in attendance at meetings.
- c. Will work in conjunction with other board members as the voice of their class.
- d. Will accept responsibility regarding various club programs and projects.
- e. Will be in charge of keeping the Athletic Training Club bulletin board up to date with current events, fundraisers, service events, and next club meeting dates.

BY-LAWS

ARTICLE I-MEETINGS

Frequency of Meetings

- A. The Athletic Training Club will meet once a month. The location, dates, and times may vary. Ample notice of each meeting will be given.
- B. The Executive Board meetings will be held at the discretion of the executive board. The location, dates, and times may vary. Ample notice of each meeting will be given.

ARTICLE II-NOMINATION AND ELECTION PROCEDURES

Nomination of the Athletic Training Club Executive Board will occur as follows:

- A. All candidates for the said elected office must file a statement with the Executive Board indicating their interest.
- B. All statements must be filed with the Executive Board by the last week of April.
- C. Elections for the incoming officers of the next academic year will be held by the second week of May.
- D. Each candidate nominated will have an opportunity to address the general membership while the opposing candidate(s) is/are not present in the room, and an anonymous ballot will be taken from all members present at the meeting.
- E. No candidate is exempt from the electoral process from his or her respective position.
- F. Members of the Athletic Training Club will vote on candidates for each of the positions.
- G. An officer's length of term is for both semesters of a full calendar year.

ARTICLE III-VACANCIES

- Section 1: If a vacancy occurs on the Executive Board during the academic year, it shall be filled in the following manner:
1. If the vacancy occurs in the Presidency, the Vice President moves up to President, the Treasurer moves up to Vice President, the Secretary moves up to Treasurer, and a new Secretary will be elected in a special election.
- Section 2: In the event that an Executive Board member does not wish to move up to fill the vacant position, a special election will be held for that vacant position.
- Section 3: The special election for a vacant position will follow the same procedures as the initial election of the Executive Board committee.

ARTICLE IV-AMENDMENTS TO THE CONSTITUTION AND BY-LAWS

- Section 1: Any article of the Constitution and by-laws may be amended in order to adapt to the needs of the Athletic Training Club.
- Section 2: Any member of the Athletic Training Club may propose changes to the Constitution and by-laws in writing.
- Section 3: In order for the amendment to be adopted, it must be accepted with a $\frac{3}{4}$ vote of all Athletic Training Club members present at the meeting being held.
- Section 4: The amendment must be presented to the Student Government Association for passage.
- Section 5: Amendments made to the Constitution and by-laws must be stated at the end of the Constitution.

The following officers of the Towson University Athletic Training Club have revised the Constitution and by-laws as follows:

Date: May 1, 2017	President:	Bre Malebranche
	Vice President:	Kurrel Fabian
	Treasurer:	Shilo Dorley
	Secretary:	Dominic Costibile

APPENDIX C:

Acknowledgement Statement

**ATP STUDENT RESOURCE MANUAL
ACKNOWLEDGEMENT STATEMENT
2020-2021**

This resource manual has been developed to aid in your success as a student in our program. It is to be used as a guide and resource during your various academic and clinical experiences within the Athletic Training Program at Towson University. It contains specific information on a variety of topics including program guidelines, expectations and general responsibilities. The Athletic Training Student Resource Manual reflects the requirements of the Athletic Training Program at Towson University. Athletic training students are required to read the manual, become familiar with the content, agree to abide by program policies and procedures, and then sign this acknowledgement statement.

Throughout the year, it may be necessary to make changes or write amendments to the Student Resource Manual. The faculty and staff will notify you of changes as they occur. You are encouraged to ask questions to clarify any areas of confusion. You are responsible for implementing the information within the Student Resource Manual.

I, _____, have read the TU ATP Student Resource Manual. I agree to follow all policies and procedures defined in the Student Resource Manual. I understand changes may occur throughout the year and I understand I will be notified of such changes. I know I will be expected to implement the changes. I understand that failure to follow the written guidelines outlined in the Student Resource Manual could result in consequences to my grade and status within the program, and possible dismissal from the ATP.

Print Name

Athletic Training Student Signature

Date