



Embry-Riddle Aeronautical University

Sports Medicine

Policies and Procedures Manual

2009-2010

Joshua Schmidt M.Ed, ATC, L/AT
Head Athletic Trainer ERAU
(928) 777-6930 (Office)
(928) 777-6936 (Fax)
(928) 607-2834 (Cell)
Joshua.Schmidt@erau.edu

TABLE OF CONTENT

INTRODUCTION / POLICIES & PROCEDURES

SECTION I

Table of Contents	Page 2
Introduction	Page 4
Mission Statement	Page 5
Visiting Team Information	Page 6
Yavapai Regional Medical Center	Page 7
Athletic Training Procedures	Page 8
Team Coverage	Page 11
Athletic Training Health Services Policies	Page 12
Athletic Training Room Rules	Page 15
Student Athletic Trainer Policies & Procedures	Page 17
Substance Usage Policy	Page 19

EMERGENCY ACTION PLANS

SECTION II

Athletic Department	Page 22
Lightening Policy Lower Recreation Filed	Page 23
Lightening policy Soccer Field	Page 24
Lightening Policy Softball Field	Page 25
Lightening Policy Swimming Pool	Page 26
EAP Swimming Pool	Page 27
EAP Softball Field	Page 28
EAP Recreation / Lower Field	Page 29
EAP Soccer Field	Page 30
EAP Fitness Center (Building 80)	Page 31
EAP Eagle Gym (Building 80)	Page 32
EAP Activity Center (Building 83)	Page 33
EAP Wrestling Room (Building 80)	Page 34
Campus Map	Page 35

NAIA GUIDE LINES

SECTION III

Spine Injury	Page 36
Inclement Weather	Page 36
Blood Borne Pathogens	Page 36
Substance Abuse Program	Page 36
Wrestling Weight Certification	Page 36
Eating Disorders	Page 36
Prevention of Cold Stress	Page 36
Heat Illnesses	Page 36
Supplement Use	Page 36

HANDOUTS / ATHLETIC TRAINING FORMS

SECTION IV

Physician Night Form	Page 39
Rehab Chart	Page 40
SOAP Note Form	Page 41
Body Fat % Analyses Sheet	Page 42
Non-Athlete Treatment Consent Form	Page 43
Medical Information Release Form to ERAU	Page 44
Medical Information Release Form from ERAU	Page 45
Fax Cover Form	Page 46
Treatment Log Form	Page 47
Medication Log Form	Page 48
Head Injury Assessment Sheet	Page 49
Head Injury Home Care Sheet	Page 50
Functional Knee Exam Sheet	Page 51
Sports Medicine Referral Form	Page 52
Tryout Form	Page 53
Alumni Consent Participation Form	Page 55

PHYSICAL / TRYOUT / RECRUITE FORMS

SECTION V

Physical Questionnaire	Page 57
Physical Doctors Form	Page 57
Consent Form	Page 57
Insurance / Emergency Information Form	Page 57
Recruiting Form	Page 57
Insurance Update Letter August 08 to Present	Page 59

AGGREEMENT / CONTRACTS

SECTION VI

Standing Orders	Page 60
Contracts and Agreements	Will be Kept hard copy in AT Office



Section

I





INTRODUCTION

The purpose of the Sports Medicine Policies and Procedures Manual is to provide information to the Sports Medicine Team as well as the Athletic Department, Student-Athletes of Embry-Riddle Aeronautical University and their Families, Faculty and Staff of Embry-Riddle Aeronautical University, and any other outside agencies that may interact with the Sports Medicine staff of Embry-Riddle Aeronautical University. The Policies and Procedures Manual will also serve as a reference to determine the customary method of conducting business and providing medical care to Embry-Riddle Aeronautical University, Athletes, Faculty, Staff, and Students. For coaches this manual includes information on appropriate coverage of games and practices, injury care, treatments, rules and regulations, and any paperwork that you may need. Included in this Policies and Procedures manual is a section designed for Athletic Training Staff. In this section you will find proper paperwork, general athletic training room guidelines, NAIA specific guidelines for proper treatment of specific conditions and injuries, athletic training room rules and regulations and many more policies pertaining to appropriate care of student-athletes, faculty, staff, and general students of Embry-Riddle Aeronautical University.

Joshua Schmidt M.Ed ATC L/AT
Embry-Riddle Aeronautical University
Head Athletic Trainer
(928) 777-6930 (Office)
(928) 607-2834 (Cell)
(928) 777-6936 (Fax)
Joshua.Schmidt@erau.edu



MISSION STATEMENTS

Embry-Riddle Aeronautical University

It is the purpose of Embry-Riddle Aeronautical University to provide a comprehensive education to prepare graduates for productive careers, and responsible citizenship with special emphasis on the needs of aviation, aerospace, engineering, and related fields.

ERAU Athletic Department

The mission of the department of Intercollegiate Athletic on the Prescott campus is to provide equal opportunity for men and women to participate in nationally competitive intercollegiate sports programs under the guidelines of the National Association of Intercollegiate Athletics.

The Intercollegiate Athletic Program seeks to enhance the academic goals of the University by emphasizing the philosophy of “person-student-athlete.” These goals will be accomplished by developing the student-athlete intellectually, socially, and physically in preparation for a productive life after college, via fostering school spirit, self-discipline, and promoting community involvement through the program. We strive to recruit, train, compete as, and graduate student-athlete who are “Champions of Character” and model the values of Respect, Responsibility, Integrity, Sportsmanship, and Servant Leadership.”

ERAU Sports Medicine

The Sports Medicine team at Embry-Riddle Aeronautical University will be made up of a well educated and experienced staff. They hold degrees in sports medicine from accredited Universities and are both certified and licensed in the profession of Athletic Training. Staff members will help to create an atmosphere that is dedicated to a hard work ethic, and the responsible practices of Sports Medicine and Athletic Training. Staff members will demonstrate passion towards the field of athletic training and strive for increasing professional development. The sports medicine team will conduct themselves in a professional manner at all times, following the standards and practices of the ERAU athletic training room, Embry-Riddle Aeronautical University, and National Athletic Trainers Association. The staff members of Embry-Riddle Sports Medicine Team will dedicate their skills to prevention, rehabilitation, recognition, education, and evaluation of athletic injuries as well as the proper treatment of athletic injuries.

National Athletic Trainers Association

(www.nata.org)

The mission statement of the National Athletic Trainers Association is to enhance the quality of health care for the physically active and advance the profession of athletic training through education and research in the prevention, evaluation, management, and rehabilitation of injuries.

NAIA “Champions of Character” Program

(www.naia.org)

The NAIA “Champions of Character” initiative will create an environment in which every NAIA student-athlete, coach, official, and spectator is committed to the true spirit of competition through Respect, Integrity, Responsibility, Servant Leadership, and Sportsmanship.



To Visiting Teams and Athletic Trainers:

My name is Joshua Schmidt and as the Head Athletic Trainer here at Embry-Riddle Aeronautical University, I would like to welcome you to ERAU in Prescott. I completed my undergraduate work at Fresno State University and my Graduate work at Northern Arizona University. I am in my fifth year at ERAU and am very excited to be a staff member here. I am excited to have you visit our campus and look forward to providing you with the professional care that you may need while visiting. The athletic training room is located in building 80 and the main athletic offices are located in the adjacent building 81. The fitness center, wrestling room and eagle gym are also located in building 80. In the athletic training room you will be provided with modalities like ultrasound, hydrocollators, electrical stimulation, ice, whirlpools, as well as a comprehensive assortment of taping tables, and other athletic training supplies that you may need while visiting ERAU. At each event there will be water and ice present for your teams. If you require additional services, like ultrasound, electrical stimulation, etc you need to make arrangements with myself and I will be glad to treat your athletes with the athletic training support they require to be successful. Also if you brought an ATC he or she is welcome to use the ERAU athletic training room at his or her disposal. As a side note the main hospital and or emergency room (Yavapai Regional Medical Center) is located on 1003 Willow Creek Rd Prescott, AZ 86301. This facility is approximately 9 miles away from ERAU. The phone number to Yavapai Medical Center is 928-445-2700. In addition to the Yavapai Medical Center our team physician (Dr. Daniel Burchfield) will be on call when available.

I wish your team the best of luck and may your stay in Prescott be an enjoyable one. Please, feel free to contact me for any athletic training needs and I will be glad to help. Good luck and have a safe trip.



Joshua Michael Schmidt M.Ed, ATC, LAT
Head Athletic Trainer ERAU
(928) 777-6930 – (Office)
(928) 607-2834 – (Cell)
(928) 777-6936 (Fax)

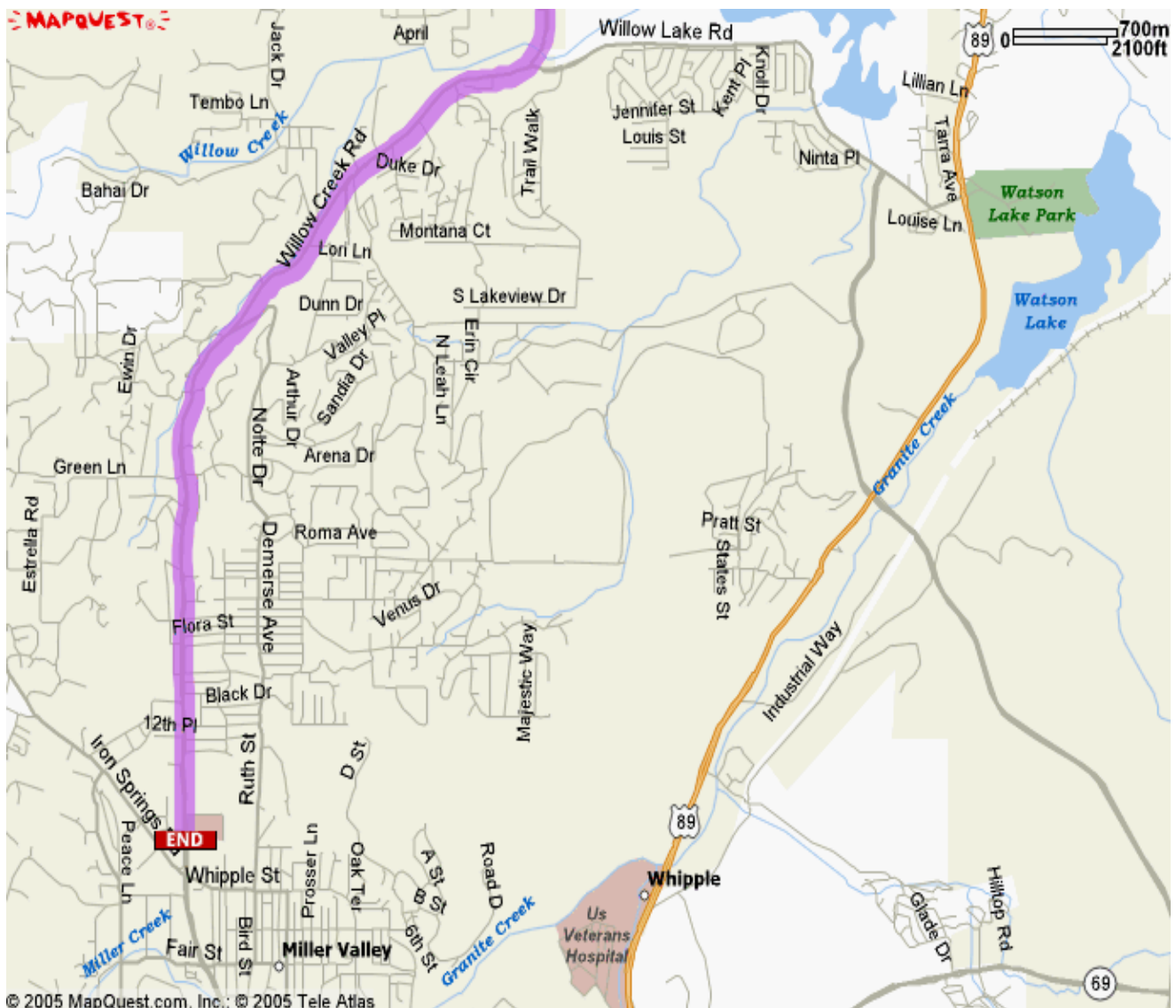
Joshua.Schmidt@erau.edu

<http://prescott.embryriddlesports.com/Sports/gen/2005/sportsmed.asp>



Directions to Yavapai Medical Center Emergency Room Form Embry-Riddle Aeronautical University

- Take a Right out of University being sure to head south and Willow Creek Road.
- Travel approximately 6 miles and Yavapai Medical Center will be on left hand side or East side of Willow Creek Road.
 - Yavapai Medical Center Address
 - 1003 Willow Creek Road
Prescott, AZ 86301
 - Phone: (928) 445-2700





Athletic Training Procedures

Injury Procedures / Insurance Coverage / Team Physicians / Pre-Participation Physicals

Reporting injuries:

Injuries must be reported immediately to the sports medicine team. When an injury occurs during a game or practice the athletic trainer will attend to the injury. If an athletic trainer is not present when the injury occurs the coach must use his or her best judgment. The sports medicine staff recommends that all coaches obtain first aid and CPR training. In an emergency situation 911 should be activated. The earlier an injury is reported the quicker it can be treated and the faster the athlete can return to play.

When an Injury Occurs:

The following section outlines the sequence of actions that need to take place when an injury occurs. It is important to note that not all injuries will be in direct supervision of the sports medicine team due to limited personnel.

Injury Occurs

- Athletic trainer, intern, or coach covering the event surveys the injury and assess the severity of the injury.
- If the injury involves unconsciousness, obvious deformity, severe bleeding, or any other life threatening situation, promptly call 911 followed by the sports medicine staff and campus security. (DO NOT MOVE THE ATHLETE UNLESS IT IS ABSOLUTLY NECESSARY TO PERFORM CPR, RESCUE BREATHING OR OTHER LIFE SAVING TASKS)
- The athletic trainer, if present, is directly in charge of administering first aid and stabilizing the injured athlete.
- The athlete should never be moved if there is a possibility of a neck injury unless necessary for CPR and Rescue breathing. (Note: If the athlete needs these tasks a modified jaw thrust and proper log rolling techniques should be used.)
- All other non emergency injuries must be assessed by an athletic trainer before returning to play.

Non-Sports Related Injuries or Illnesses:

The athletic trainer must be contacted regarding any non-athletic injuries or illnesses. However the costs associated with these injuries and or illnesses will not be covered by athletics. Depending upon the injury or illness the athlete may or may not be able to follow up care in the athletic training room. Most minor injuries or illnesses and will be referred to the Health Center before the athlete can return to play. Note: All non-athletic injuries or illnesses must be cleared by the sports medicine team in order to return to athletic participation.

Pre-existing injuries or illnesses may be treated in the athletic training room, but will not be covered under the University's athletic insurance. For these reasons it is highly recommended that each athlete carry personal insurance to cover non-athletic injuries or illnesses.

Reporting for Treatment:

Injured athletes are to report for rehabilitation and treatment between the hours of 9:30am and 1:30pm. It is the athlete's responsibility to report for rehabilitation and treatment. This is a policy that

the coach must help to enforce. If the athlete does not show up for rehabilitation or treatment the sports medicine team will assume that the athlete is in good health and is ready for full participation in athletics and/or punitive action. If an athlete can not make treatment times then he or she needs to contact the training room ASAP or make other arrangements for treatment and rehabilitation times. Athletes must be consistent with rehabilitation and treatment in order to return to play ASAP.

Referring Injuries:

All referrals will be made by the sports medicine team and only the sports medicine team including but not limited to: physicians, massage therapists, physical therapists, and chiropractors. If an athlete chooses not to use one of the team physicians for a referral then he or she must contact the Head Athletic Trainer prior to their visit. If this sequence does not take place as stated above, the athlete will be on their own regarding any financial burden. A member of the sports medicine team will make the best effort possible to accompany the student-athlete to the doctor; however transportation to referral appointments is on the burden of the student-athlete. All athletes wishing to use the Health Center and their services need to make the Head Athletic Trainer aware, ideally prior to their visit.

Holding Athletes Out of Practice and Games:

The Sports Medicine Staff in conjunction with the team physicians will make the final decision on the care of athletic injuries, including holding an athlete out of practice and competition. This is done to provide the best possible care for that athlete. Coaches will be notified and must follow the directions of the Sports Medicine Staff in this situation. Coaches that go against the Sports Medicine Teams directions put themselves at a legal liability, and put the student-athlete at risk of further injury; this conduct will not be tolerated and will be immediately reported to the athletic director.

Insurance Coverage and Claims

University Athletic Insurance coverage for Student-Athletes is to provide ONLY for injuries sustained as a part of an official team activity, practice or competition. The University does not provide coverage or pay ANY medical bills for ANY illness, injury or condition NOT sustained as the direct result of participation in the ERAU intercollegiate athletic program. In addition to only covering intercollegiate athletic team functions, practices, or competitions, Embry-Riddle Aeronautical University **Athletic Insurance will function only as a secondary insurance.** As of August 1st 2008 every Student-Athlete must have a primary insurance. His or her insurance must meet the minimal standards set forth by Embry-Riddle Aeronautical University. This is in direct line with the new university standard that every Student at ERAU must have medical insurance. Every Student-Athlete must have a primary insurance plan that covers intercollegiate athletics, begins coverage the first day of practice and covers the individual through August of 2009. If at any time the student-athlete's plan changes he or she will be responsible to make sure they notify the Head Coach and Head Athletic Trainer. The plan must cover both Emergency and Non-Emergency services, have participating hospitals, physicians, pharmacies, and mental health care providers within a 50 mile radius of the Prescott Campus. In addition the plan must have ambulance transport within a 50 mile radius of the campus, provide inpatient/outpatient mental health care and chemical dependency benefits, have a plan benefit for prescription medications, and cover laboratory and radiology expenses. Lastly the plan can not exceed a per incident deductible in excess of \$250 and a maximum benefit at least **\$15,000** per policy year. Student-Athletes that are injured or ill will be instructed to submit all bills to their primary insurance first, if the Student-Athlete does not have a primary insurance that meets the University standard he or she will be required to purchase the University's plan. ERAU's athletic insurance policy does not have the option of waiving the requirement of filing with your primary insurance group. Lastly any Student-Athlete that does not adhere to the set forth policies will be financially responsible for any costs associated with an injury or illness sustained from participation in athletics at ERAU.

Note: It is very important that student-athletes follow the injury reporting rules and procedures to ensure that any medical expenses that occur from participation in intercollegiate athletics are paid by the university. If these rules are not followed any medical expenses incurred by the student athlete will be on the burden of that athlete.

Team Physicians

The Sports Medicine staff of Embry-Riddle Aeronautical University works closely with local physicians to help provide the best care possible to the student-athletes of ERAU.

Each doctor's office works very hard to try and schedule student-athletes as soon as possible when an injury occurs. Not all injuries are an immediate emergency and can be seen in a couple of days. The Sports Medicine staff is responsible for referring student-athletes to the appropriate doctor when needed. The following are doctors that the ERAU Sports Medicine Staff works with:

- Dr. Daniel Burchfield - Orthopedic Surgeon
- Dr. John Sandeen - General Practitioner
- Dr. Peter Powers - General Practitioner
- Dr. Paul Yoder – General Practitioner
- Dr. Pat Kadrmas - Chiroprator

Pre-Participation Physicals

The Sports Medicine Department will work with the coaches to determine a date or dates for pre-participation physicals. Coaches will make the best effort possible in order to assure that each player is present during this time. Planned physical dates cannot be changed to accommodate practice times or any other team function.

Any student-athlete that wishes to participate or compete in intercollegiate sports at ERAU **must** complete all the needed paperwork and must receive a physical by an approved ERAU team physician. Any physical that is not completed by an approved ERAU team physician will not be accepted. Only after completing all paperwork and being cleared by an approved ERAU team physician can that student-athlete be eligible for participation in intercollegiate athletics. Note: the Head Athletic Trainer will notify each head coach who is cleared to participate, until the head coach has been notified that an athlete is cleared that athlete may not participate in **any** team function at Embry-Riddle Aeronautical University. The Sports Medicine staff reserves the right to withhold any student-athlete from participation.

If a student athlete can not make the approved date(s) for a physical then he or she will be required to make an appointment with an approved ERAU team physician. The costs associated with this appointment will be paid by the student-athlete.



Team Coverage

Athletic Training coverage is contingent upon several factors, the primary factors are the season the sport is in, risk of injury involved in the particular sport, and the availability of the Athletic Trainer(s). Due to the number of Athletic Trainer(s) and the number of sports, it is not feasible to suggest that all sports teams be offered direct medical coverage. As of now we have four sports and one Certified Athletic Trainer. This means that there is no possibility of each sport having full coverage all the time.

The following provides a classification for the sports at Embry-Riddle Aeronautical University on the Prescott campus, and the risk of injury. The higher the risk of injury the higher the priority for coverage, sports that are in season have a higher priority of coverage as well.

Classification of Sports-Contact vs. Non-Contact

Contact (Collision) - Men's Soccer / Women's Soccer / Wrestling
Contact (Limited Contact) – Women's Volleyball

Practice / Game Schedules

Practice and game schedules need to be given to the Sports Medicine Department as soon as possible. Events that are not brought to the attention of the Athletic Trainers will not be covered. For example if there are several teams here for a tournament and Embry-Riddle is Expected to host these event the Athletic Training staff needs to be made aware. According to the NAIA certain host events have to have an ATC (Certified Athletic Trainer) present. These sports are contact sports which as of right now include all sports at ERAU on the Prescott campus. A change of scheduling must be brought to the attention of the Sports Medicine Team as soon as the change has been made. If the Sports Medicine Team is not notified of changes they will not be responsible for injuries or coverage.

Traveling Room Assignments

Due to confidentiality, and the use of modalities while treating injuries it is recommended that traveling athletic trainers have a room to their own while traveling with intercollegiate teams of Embry-Riddle Aeronautical University. At no time is it acceptable to room a male or female athletic trainer with the opposite sex while traveling with intercollegiate teams.

Sports Medicine Staff as Drivers

At times the Sports Medicine staff that is working with the teams of Embry-Riddle Aeronautical University will be asked to drive. The Sports Medicine staff is not required to be a driver and will only provide this services if he or she is registered to drive through the university and is comfortable in doing so. Travel arrangements should be made in advance of a trip so that any driving issues can be handled in time.



Athletic Training and Health Services Procedures

Policies and Procedures

- Exchange of Information
 - Athletic Training
 - Prior to the beginning of each sports season the Head Athletic Trainer will provide Health Services with a current list of participating student athletes. In the event that a student-athlete is added or cut from the original roster the Head Athletic Trainer will notify Health Services of those changes.
 - The Athletic Training department will make every effort possible to coordinate appointments between student athletes and Health Services. However student athletes may visit the Health Center on their own without prior notification to the Sports Medicine Team. As a result, notification of a student athlete's visit to the Health Center will be relayed to the Athletic Training department ASAP in writing, if it pertains to their ability to participate in practice, competition or any sports related activity. A notification will not be made if the student athlete is seen for female exams, STD testing or any other non-sports related issues that the student request Health Services keep confidential.
 - The Athletic Trainer will provide copies of sports physicals to the Health Services Dept. each year.
 - Information regarding outside referrals will be provided to Health Services such as referral to our ERAU team physician Dr. Daniel Burchfield, Yavapai Regional Medical Center etc.
 - Any student who is not an athlete that is examined in the ERAU Athletic Training room will be referred to the Health Center. In addition the Sports Medicine staff will provide proper SOAP note documentation and all recommendations to the Health Center via written form for all students who are not athletes.
 - Health Services
 - Any student-athlete that is seen by Health Services will be reported to the Head Athletic Trainer immediately by email if it pertains to their ability to practice, compete or participate in any athletic activity. An official SOAP note will be sent to the Athletic Trainer as soon as transcription is completed. A notification will not be made if the student is seen for female exams, STD testing or any other non-sports related issues that the student request Health Services keep confidential.

- Missing Class.
 - All procedures dealing with missing class and excuse from class for medical and health related issues will be handled by Health Services. In the event that a student-athlete has to miss class due to an athletic / musculoskeletal / active injury or illness Health Services will be notified ASAP to activate the current procedures already set in place. Due to the nature of athletics there is a high probability that injuries and or illnesses will occur outside of the operating hours of the Health Center. If such an injury or illness occurs outside the operating hours of the Health Center the Head Athletic Trainer will notify Health Services ASAP in writing. It will be the responsibility of the injured student-athlete to contact and make an appointment to be seen by the staff at the Health Center for any excuse from class. The Athletic Trainer may make recommendations to the student-athlete and Health Services. All recommendation will be documented in the student-athletes chart via SOAP notes.

- Withhold from practice and or competition.
 - All medical decisions regarding participation, competition and practice in any team function will be directed by the Head Athletic Trainer. In the event that Health Services hold an athlete out due to a doctor's recommendation the Head Athletic Trainer must be notified immediately in writing. The Head Athletic Trainer will then relay this information and recommendation to the coach.

- Non-Athletes
 - With the friendly and supportive campus environment at ERAU non student-athletes as well as faculty and staff are welcome to visit the Athletic Training Dept. for evaluation, treatment, and rehabilitation of athletic / musculoskeletal / active injuries or illnesses. Treatment and rehabilitative times must be scheduled between the hours of 8:00 am and 2:00 pm unless otherwise coordinated. Non-Student athletes and faculty / staff will be referred to their primary care physician if follow up care is needed outside the scope and practices of the Athletic Trainer. All ERAU students that are not athletes will be referred to the Health Center. Health Services will be responsible for providing medical resources to all ERAU students whom are not intercollegiate student athletes. This includes but is not limited to orthopedic braces, crutches, etc.

- Flight Grounding
 - All flight grounding will be conducted by Health Services. It is the responsibility of the student to call ½ hour prior to the scheduled flight activity to request medical grounding. Recommendations may be made by the Head Athletic Trainer in the form of written communication or a phone call to Health Services in the event that a Student-Athlete is injured in such a capacity that it would inhibit his or her normal function. A message may be left on the Health Services 24 hour answering machine and the grounding will be done the next business day. In the event that an injury were to occur outside of the normal operating hours of Health Services the Head Athletic Trainer will notify Health Services in the form of an e-mail. The Athletic Trainer will recommend any limitation to the student-athlete but it will be the student's obligation to contact Health Services immediately for all flight grounding procedures. All recommendations will be documented in the student-athletes chart via SOAP notes.

- Physicals
 - Each Year the Athletic Training department will ensure that every student intercollegiate athlete that is on the current roster will receives a sports physical prior to any team practice and or competition. Athletic Training will attempt to coordinate with Health Services and the ERAU athletic team physician(s) first for this service. However in the event that Health Services cannot accommodate the needs of the Athletic Training department, the Athletic Training department will coordinate with outside physicians.

- Referrals
 - Due to the nature of athletics and the constant changing and fluctuating times frames in which they operate, referrals may be made by the Head Athletic Trainer outside of Health Services. Every effort to coordinate referrals with Health Services will be made in the event that Health Services are closed when referrals and recommendation are needed, the Head Athletic Trainer will attempt to contact and approved University Physician for guidance if needed. Dr. John Sandeen and Dr. Daniel Burchfield will be the primary contacts for these instances.



Embry-Riddle Aeronautical University

Prescott Campus

Athletic Training Room Rules

- The Sports Medicine Department must clear all athletes prior to participation.
- Each student-athlete must have a physical from an approved physician prior to participation with their team.
- Every student athlete shall report every injury to the sports medicine team **ASAP** regardless if it is a sports related injury or non-sports related injury. If the sports medicine team is not notified of an injury ASAP then financial burden for that injury may fall upon the student-athlete.
- Student-Athletes will be treated on a first come first serve basis unless an in season athlete with a class conflict shows up.
- Non-athletic related injuries or illnesses will be referred to the health center through the sports medicine staff.
- Rehabilitations will be done between the hours of 0930- 1200 and 1300-1400. In the event that these times can not be met due to class or flight conflict additional times may be scheduled.
- From 1400 on this time is reserved for the sports medicine team to prepare student-athletes for practice and competitions. Things such as tape, heat, and other necessary treatment items will be reserved for preparation for practices.
- Each student athlete will conduct himself or herself in an appropriate, and professional manner while in the athletic training room at all times. (The sports medicine team has the right to decline services, based on inappropriate conduct.)
- There will be **no shoes** on the treatment tables.
- There will be **no cleats** permitted in the athletic training room.
- No food or drink will be allowed in the athletic training room with the exception of water.
- Each athlete will be required to sign in before treatment to the treatment log.
- Referrals will be made by the sports medicine team, and **only the sports medicine team**, unless in the event of an emergency.
- Athletes may go for second opinion. However financial approval must be obtained before the second opinion is obtained.
- Loitering or lingering will not be permitted in the athletic training room.
- Every athlete will shower before treatment in the athletic training room.
- **Every athlete** will be held responsible for arriving **on time** for treatments, rehabs, and any other business pertaining to the athletic training room.
- There will be no swearing in the Athletic Training Room.
- No personal bags allowed in the Athletic Training Room treatment areas.
- Towels are for treatments only and are not allowed to leave the Athletic Training Room.

- No items shall be taken from the sports medicine facilities without approval from the Head Athletic Trainer.
- Athletes are not allowed to touch any of the modalities without prior approval.

The Sports Medicine staff is here for your health and safety. If you have any problems or concerns with any of the above rules, or if you have and problems or concerns with the sports medicine staff, please see the Head Athletic Trainer or Athletic Director.

- I have read the above and fully understand and will follow all rules set forth by the Sports Medicine Department. If I do not follow these rules I understand that my privileges to the Sports Medicine Facilities may be revoked.

Name (Print): _____

Name (Sign): _____

Date: _____

Sport: _____

Josh Schmidt M.Ed, ATC, L/AT
Head Athletic Trainer ERAU
(928)-777-6930 – (Work)
(928)-607-2834 – (Cell)



Embry Riddle Aeronautical University **Student Athletic Trainer Policies and Procedures**

Mission Statement:

The Sports Medicine team at Embry-Riddle Aeronautical University will be made up of a well educated and experienced staff. Staff members will help to create an atmosphere that is dedicated to a hard work ethic, and the responsible practices of Sports Medicine and Athletic Training. Staff members will demonstrate passion towards the field of athletic training and strive for increasing professional development. The sports medicine team will conduct themselves in a professional manner at all times, following the standards and practices of the ERAU athletic training room, Embry-Riddle Aeronautical University, and National Athletic Trainers Association. The staff members of Embry-Riddle Sports Medicine Team will dedicate their skills to prevention, rehabilitation, recognition, education, and evaluation of athletic injuries and illnesses as well as the proper treatment of athletic injuries and illnesses.

Purpose:

The purpose of the Embry-Riddle Aeronautical University Athletic Training Clinical Site is to provide an enjoyable and professional means of educational experiences that aids in preparing student athletic trainers to become confident, competent, and reliable certified athletic trainers.

Responsibilities of SAT:

Student athletic trainers (SAT's) of Embry-Riddle Aeronautical University on the Prescott campus will be held to the highest standard of professionalism. SAT's will be expected to adhere to all rules and regulations of Embry-Riddle Aeronautical University. SAT's may not be direct students at Embry-Riddle Aeronautical University; however they are representative agents of the University and will act accordingly.

- Every SAT will wear appropriate attire while working in the athletic training room or covering events. For regular practice SAT may wear jeans and Athletic Training issued shirts as long as shirts and jeans do not have any holes in them. Outside games kaki pants/shorts and issued polo's will be worn. For inside games business casual will be expected for dress attire.
- SAT's will arrive to work on time for practice coverage and game days.
- SAT's will be responsible for coverage, rehabilitation and treatments of injuries of assigned team(s) under direct supervision of the head athletic trainer.
- SAT's will be expected to help with general cleaning of the athletic training facilities in order to maintain a safe and clean work environment. In addition to general cleaning, stocking tape carts, filling water coolers, preparing whirlpools, preparing modalities, and maintaining laundry will be expected.
- SAT's will be required to fill out daily injury reports for their assigned teams and report any new injuries to the Head Athletic Trainer. Every injury must be reported to the ATC.
- SAT's will help in enforcing the rules of the athletic training room set forth by the Head Athletic Trainer and will also adhere to any of the set forth rules.
- Every SAT will adhere to the NATA code of ethics.
- SAT's will be recommended to be members of the NATA and to attend the semiannual AZATA and annual RMATA. Transportation and the cost associated with these events will fall upon the SAT however if available in the athletic training budget these cost will be covered.
- SAT will be in direct contact with confidential medical records and will be expected to adhere to the Federal HIPAA laws.
- SAT's while considered students by the school in which they are affiliated will be treated as staff members by the sports medicine team, and will not fraternize with student-athletes outside of the athletic training room.
- It is recommended that every SAT be vaccinated with the hepatitis B vaccine. The cost associated with this vaccine will fall upon the Burdon of the SAT.
- Every SAT will be required to have an annual physical performed by a licensed M.D. or D.O.
- Other duties as assigned.

NATA CODE OF ETHICS

The National Athletic Trainers’ Association Code of Ethics states the principles of ethical behavior that should be followed in the practice of athletic training. It is intended to establish and maintain high standards and professionalism for the athletic training profession.

The principles do not cover every situation encountered by the practicing athletic trainer, but are representative of the spirit with which athletic trainers should make decisions. The principles are written generally; the circumstances of a situation will determine the interpretation and application of a given principle and of the Code as a whole. When a conflict exists between the Code and the law, the law prevails.

Principle 1 Members shall respect the rights, welfare and dignity of all.

- 1.1 Members shall not discriminate against any legally protected class
- 1.2 Members shall be committed to providing competent care.
- 1.3 Members shall preserve the confidentiality of privileged information and shall not release such information to a third party not involved in the patient’s care without a release unless required by law.

Principle 2 Members shall comply with the laws and regulations governing the practice of athletic training.

- 2.1 Members shall comply with applicable local, state, and federal laws and institutional guidelines.
- 2.2 Members shall be familiar with and abide by all National Athletic Trainers’ Association standards, rules and regulations.
- 2.3 Members shall report illegal or unethical practices related to athletic training to the appropriate person or authority.
- 2.4 Members shall avoid substance abuse and, when necessary, seek rehabilitation for chemical dependency.

Principle 3 Members shall maintain and promote high standards in their provision of services.

- 3.1 Members shall not misrepresent, either directly or indirectly, their skills, training, professional credentials, identity or services.
- 3.2 Members shall provide only those services for which they are qualified through education or experience and which are allowed by their practice acts and other pertinent regulation.
- 3.3 Members shall provide services, make referrals, and seek compensation only for those services that are necessary.
- 3.4 Members shall recognize the need for continuing education and participate in educational activities that enhance their skills and knowledge.
- 3.5 Members shall educate those whom they supervise in the practice of athletic training about the Code of Ethics and stress the importance of adherence.
- 3.6 Members who are researchers or educators should maintain and promote ethical conduct in research and educational activities.

Principle 4 Members shall not engage in conduct that could be construed as a conflict of interest or that reflects negatively on the profession.

- 4.1 Members should conduct themselves personally and professionally in a manner that does not compromise their professional responsibilities or the practice of athletic training.
- 4.2 National Athletic Trainers’ Association current or past volunteer leaders shall not use the NATA logo in the endorsement of products or services or exploit their affiliation with the NATA in a manner that reflects badly upon the profession.
- 4.3 Members shall not place financial gain above the patient’s welfare and shall not participate in any arrangement that exploits the patient.
- 4.4 Members shall not, through direct or indirect means, use information obtained in the course of the practice of athletic training to try to influence the score or outcome of an athletic event, or attempt to induce financial gain through gambling.

SAT’s Name: _____
(Print)

Signature: _____ / _____
(Sign) (Date)

ATC: _____
(Print)

Signature: _____ / _____
(Sign) (Date)



Embry-Riddle Aeronautical University
Prescott, Arizona
Department of Intercollegiate Athletics

Substance Usage Policy:

Members of Embry-Riddle Aeronautical University Intercollegiate Athletic teams are expected to refrain from the use of all illegal substances – including recreational and performance enhancing drugs at all times. A list of banned performance enhancing drugs can be found on the following web link. <http://www.ncaa.org> If you are an athlete who is under the age of 21, alcohol consumption is also illegal at all times in accordance with the laws of the State of Arizona.

As it relates to your membership in the ERAU Intercollegiate Athletic Program, failure to comply with this policy will, at a minimum, result in an addition meeting with the head coach. Further, if deemed appropriate by the head coach, additional penalties may follow. Examples of penalties can include addition physical training, community service, and suspension from participation as a member of the ERAU athletic program including practice, travel, and competition; in addition partial to full loss of grant-in-aid may occur. Serious or repeated violations of the substance policy could result in dismissal from the team and complete loss of athletic grant-in-aid, as well as University disciplinary action as a breach of the Student Code of Conduct.

In addition each individual team will have its own policies and procedures regarding Substance Usage that the student-athlete must adhere to.

Please educate yourself further by referencing your 2009-2010 Student Handbook.



Section

II





Emergency Action Plan **Embry-Riddle Aeronautical University** **Athletic Department**

Procedures:

Due to the fact that there is only one Certified Athletic Trainer present for four sports, immediate coverage of each and every sport is impossible. This leaves a high probability that if an emergency situation were to take place the Athletic Trainer is not likely to be in direct contact. This means that the head coach then becomes responsible for determining if emergency medical services need to be activated.

The first step is to activate EMS (emergency medical services). During a normal practice a student-athlete should be sent to do this. Remember the most important thing in an emergency situation is to obtain help as soon as possible. After EMS has been activated proper protocol is to inform the Head Athletic Trainer of the situation. If the athletic trainer is not present on campus he or she can be reached on their cell phone. The final step is to notify the Athletic Director. Again if he or she is not available on campus they can be reached on their cell phone.

The chance of an emergency situation in athletics is high. Sports like soccer, wrestling, and even volleyball pose a high risk of injuries like head trauma, neck fractures, etc. As a result of this high risk of catastrophic injury it is highly recommended that each coach at Embry-Riddle Aeronautical University be certified in first aid and CPR. In addition to above listed certifications, it is recommended that all coaches be instructed and skilled in the use of our automated external defibrillator or AED. Even if the Athletic Trainer is in direct contact with the emergency situation he or she may still need help in administering care to the injured student-athlete. He or she may need help with CPR, or other emergency related injuries.

Steps:

- Recognize Emergency
- Activate Emergency Medical Services (EMS)
- Perform Basic Life Saving Skills if Necessary
- Contact Head Athletic Trainer
- Contact Athletic Director

Remember the most important thing is to ensure the best possible care for the student-athlete. Activation of Emergency Medical Services is crucial to ensuring the best care possible. The faster EMS is activated the greater the chance of recovery.



Embry-Riddle Aeronautical University **Inclement Weather Policy**

Lower / Recreational Field

For all Intercollegiate Athletic Events ERAU will adhere to the policies and procedures set forth by the NAIA in regards to inclement weather.

- **Chain of Command**
 - Certified Athletic Trainer / Athletic Director
 - Referee
 - Head Coach / Assistant Coach / Players

The NAIA recommends the following guidelines in relationship to Thunder and Lightening.

- I. Monitor weather conditions and be ready to activate the chain of command.
- II. When thunder or lightening is observed, suspend activities using the flash to bang ratio method.
 - To use flash to bang ratio count the seconds between the time you see the lightening and the delayed report of the thunder. If the time is 30 seconds or greater the players, coaches and spectators need to be sheltered ASAP.
- III. Leave the athletic field and seek SAFE shelter areas immediate.
 - Enclosed buildings or fully enclosed metal vehicles
- IV. Activity should not resume until 30 minutes after the last sign of lightening is detected.
- V. Safe Areas
 - Restrooms, Activity Center, Fitness Center, Eagle Gym, Racquetball Courts



Embry-Riddle Aeronautical University **Inclement Weather Policy**

Soccer Field

For all Intercollegiate Athletic Events ERAU will adhere to the policies and procedures set forth by the NAIA in regards to inclement weather.

- **Chain of Command**
 - Certified Athletic Trainer / Athletic Director
 - Referee
 - Head Coach / Assistant Coach / Players

The NAIA recommends the following guidelines in relationship to Thunder and Lightening.

- I. Monitor weather conditions and be ready to activate the chain of command.
- II. When thunder or lightening is observed, suspend activities using the flash to bang ratio method.
 - To use flash to bang ratio count the seconds between the time you see the lightening and the delayed report of the thunder. If the time is 30 seconds or greater the players, coaches and spectators need to be sheltered ASAP.
- III. Leave the athletic field and seek SAFE shelter areas immediate.
 - Enclosed buildings or fully enclosed metal vehicles
- IV. Activity should not resume until 30 minutes after the last sign of lightening is detected.
- V. Safe Areas
 - Restrooms, Activity Center, Fitness Center, Eagle Gym, Soccer Locker Room



Embry-Riddle Aeronautical University **Inclement Weather Policy**

Softball Field

For all Intercollegiate Athletic Events ERAU will adhere to the policies and procedures set forth by the NAIA in regards to inclement weather.

- **Chain of Command**
 - Certified Athletic Trainer / Athletic Director
 - Referee
 - Head Coach / Assistant Coach / Players

The NAIA recommends the following guidelines in relationship to Thunder and Lightening.

- I. Monitor weather conditions and be ready to activate the chain of command.
- II. When thunder or lightening is observed, suspend activities using the flash to bang ratio method.
 - To use flash to bang ratio count the seconds between the time you see the lightening and the delayed report of the thunder. If the time is 30 seconds or greater the players, coaches and spectators need to be sheltered ASAP.
- III. Leave the athletic field and seek SAFE shelter areas immediate.
 - Enclosed buildings or fully enclosed metal vehicles
- IV. Activity should not resume until 30 minutes after the last sign of lightening is detected.
- V. Safe Areas
 - Restrooms, Activity Center, Fitness Center, Eagle Gym



Embry-Riddle Aeronautical University **Inclement Weather Policy**

Swimming Pool

For all event scheduled for the swimming pool ERAU will adhere to the policies and procedures set forth by the NAIA in regards to inclement weather.

- **Chain of Command**
 - Certified Athletic Trainer / Athletic Director
 - Referee
 - Head Coach / Assistant Coach / Players

The NAIA recommends the following guidelines in relationship to Thunder and Lightning.

- I. Monitor weather conditions and be ready to activate the chain of command.
- II. When thunder or lightning is observed, suspend activities using the flash to bang ratio method.
 - To use flash to bang ratio count the seconds between the time you see the lightning and the delayed report of the thunder. If the time is 30 seconds or greater the players, coaches and spectators need to be sheltered ASAP.
- III. Leave the athletic field and seek SAFE shelter areas immediate.
 - Enclosed buildings or fully enclosed metal vehicles
- IV. Activity should not resume until 30 minutes after the last sign of lightning is detected.
- V. Safe Areas
 - Restrooms, Locker Room, Racquetball Court



Emergency Action Plan **Embry-Riddle Aeronautical University** **Swimming Pool**

Emergency Phone Numbers:

- Cell Phone Dial 911
- On Campus Phone Dial 9-911
- Campus Security from on campus 6671
- Campus Security from off campus 928-777-6671

Non-Emergency Phone Numbers:

- Campus Security from on campus 6671
- Campus Security from off campus 928-777-6671
- Head Athletic Trainer 928-777-6930 (Office)
- Head Athletic Trainer 928-607-2834 (Cell)
- Athletic Director 928-777-3791 (Office)
- Athletic Director 928-778-5072
- Athletic Director 928-533-5255 (Cell)
- Health Services 928-777-6653

Location:

- You are at the Swimming Pool 928-777-6637

Directions and Address:

- 3700 Willow Creek Rd. / Prescott Arizona / 86301
- From Willow creek road go west on Heritage Park Rd.
- Take a right on Doberteen Dr. Go through Hass Blvd continue Left on Doberteen
- Swimming pool is located on the North end of the campus.

**Stay Calm, Talk Clearly, and Obtain as
Much Information as Possible**



Emergency Action Plan **Embry-Riddle Aeronautical University** **Softball Field**

Emergency Phone Numbers:

- Cell Phone Dial 911
- On Campus Phone Dial 9-911
- Campus Security from on campus 6671
- Campus Security from off campus 928-777-6671

Non-Emergency Phone Numbers:

- Campus Security from on campus 6671
- Campus Security from off campus 928-777-6671
- Head Athletic Trainer 928-777-6930 (Office)
- Head Athletic Trainer 928-607-2834 (Cell)
- Athletic Director 928-777-3791 (Office)
- Athletic Director 928-778-5072 (Home)
- Athletic Director 928-533-5255 (Cell)
- Health Services 928-777-6653

Location:

- You are on the Softball Field Located Northeast of the Activity Center & Eagle Gym

Directions and Address:

- 3700 Willow Creek Rd. / Prescott Arizona / 86301
- From Willow creek road go west on Heritage Park Rd.
- Take a left on Doberteen Dr.
- Softball Field is located on West side of campus.

**Stay Calm, Talk Clearly, and Obtain as
Much Information as Possible**



Emergency Action Plan
Embry-Riddle Aeronautical University
Recreational / Lower Field

Emergency Phone Numbers:

- Cell Phone Dial 911
- On Campus Phone Dial 9-911
- Campus Security from on campus 6671
- Campus Security from off campus 928-777-6671

Non-Emergency Phone Numbers:

- Campus Security from on campus 6671
- Campus Security from off campus 928-777-6671
- Head Athletic Trainer 928-777-6930 (Office)
- Head Athletic Trainer 928-607-2834 (Cell)
- Athletic Director 928-777-3791 (Office)
- Athletic Director 928-778-5072 (Home)
- Athletic Director 928-533-5255 (Cell)
- Health Services 928-777-6653

Location:

- You are on the Recreational or Lower Field Located North East of the Softball Field

Directions and Address:

- 3700 Willow Creek Rd. / Prescott Arizona / 86301
- From Willow creek road go west on Heritage Park Rd.
- Take a left on Doberteen Dr.
- Recreational Field or Lower Field is located on West side of campus.

Stay Calm, Talk Clearly, and Obtain as
Much Information as Possible



Emergency Action Plan
Embry-Riddle Aeronautical University
Soccer Field

Emergency Phone Numbers:

- Cell Phone Dial 911
- On Campus Phone Dial 9-911
- Campus Security from on campus 6671
- Campus Security from off campus 928-777-6671

Non-Emergency Phone Numbers:

- Campus Security from on campus 6671
- Campus Security from off campus 928-777-6671
- Head Athletic Trainer 928-777-6930 (Office)
- Head Athletic Trainer 928-607-2834 (Cell)
- Athletic Director 928-778-5072 (Home)
- Athletic Director 928-777-3791 (Office)
- Athletic Director 928-533-5255 (Cell)
- Health Services 928-777-6653

Location:

- You are on the Soccer Field Located West of the Activity Center

Directions and Address:

- 3700 Willow Creek Rd. / Prescott Arizona / 86301
- From Willow creek road go west on Heritage Park Rd.
- Take a left on Doberteen Dr.
- Soccer Field is located on West side of campus.

**Stay Calm, Talk Clearly, and Obtain as
Much Information as Possible**



Emergency Action Plan
Embry-Riddle Aeronautical University
Fitness Center (Building 80)

Emergency Phone Numbers:

- Cell Phone Dial 911
- On Campus Phone Dial 9-911
- Campus Security from on campus 6671
- Campus Security from off campus 928-777-6671

Non-Emergency Phone Numbers:

- Campus Security from on campus 6671
- Campus Security from off campus 928-777-6671
- Head Athletic Trainer 928-777-6930 (Office)
- Head Athletic Trainer 928-607-2834 (Cell)
- Athletic Director 928-777-3791 (Office)
- Athletic Director 928-778-5072 (Home)
- Athletic Director 928-533-5255 (Cell)
- Health Services 928-777-6653

Location:

- You are in the Fitness Center in Building 80 928-777-3787 (Office)

Directions and Address:

- 3700 Willow Creek Rd. / Prescott Arizona / 86301
- From Willow creek road go west on Heritage Park Rd.
- Take a left on Doberteen Dr.
- Fitness Center is located on West side of campus.

Stay Calm, Talk Clearly, and Obtain as
Much Information as Possible



Emergency Action Plan
Embry-Riddle Aeronautical University
Eagle Gym (Building 80)

Emergency Phone Numbers:

- Cell Phone Dial 911
- On Campus Phone Dial 9-911
- Campus Security from on campus 6671
- Campus Security from off campus 928-777-6671

Non-Emergency Phone Numbers:

- Campus Security from on campus 6671
- Campus Security from off campus 928-777-6671
- Head Athletic Trainer 928-777-6930 (Office)
- Head Athletic Trainer 928-607-2834 (Cell)
- Athletic Director 928-777-3791 (Office)
- Athletic Director 928-778-5072
- Athletic Director 928-533-5255 (Cell)
- Health Services 928-777-6653

Location:

- You are in the Eagle Gym in Building 80 928-777-3787

Directions and Address:

- 3700 Willow Creek Rd. / Prescott Arizona / 86301
- From Willow creek road go west on Heritage Park Rd.
- Take a left on Doberteen Dr.
- Eagle Gym is located on West side of campus.

Stay Calm, Talk Clearly, and Obtain as
Much Information as Possible



Emergency Action Plan
Embry-Riddle Aeronautical University
Activity Center (Building 83)

Emergency Phone Numbers:

- Cell Phone Dial 911
- On Campus Phone Dial 9-911
- Campus Security from on campus 6671
- Campus Security from off campus 928-777-6671

Non-Emergency Phone Numbers:

- Campus Security from on campus 6671
- Campus Security from off campus 928-777-6671
- Head Athletic Trainer 928-777-6930 (Office)
- Head Athletic Trainer 928-607-2834 (Cell)
- Athletic Director 928-777-3791 (Office)
- Athletic Director 928-778-5072
- Athletic Director 928-533-5255 (Cell)
- Health Services 928-777-6653

Location:

- You are in the Activity Center Building 83 928-777-6637

Directions and Address:

- 3700 Willow Creek Rd. / Prescott Arizona / 86301
- From Willow creek road go west on Heritage Park Rd.
- Take a left on Doberteen Dr.
- Activity Center is located on West side of campus.

**Stay Calm, Talk Clearly, and Obtain as
Much Information as Possible**



Emergency Action Plan
Embry-Riddle Aeronautical University
Wrestling Room (Building 80)

Emergency Phone Numbers:

- Cell Phone Dial 911
- On Campus Phone Dial 9-911
- Campus Security from on campus 6671
- Campus Security from off campus 928-777-6671

Non-Emergency Phone Numbers:

- Campus Security from on campus 6671
- Campus Security from off campus 928-777-6671
- Head Athletic Trainer 928-777-6930 (Office)
- Head Athletic Trainer 928-607-2834 (Cell)
- Athletic Director 928-777-3791 (Office)
- Athletic Director 928-778-5072
- Athletic Director 928-533-5255 (Cell)
- Health Services 928-777-6653

Location:

- You are in the Wrestling Room in Building 80

Directions and Address:

- 3700 Willow Creek Rd. / Prescott Arizona / 86301
- From Willow creek road go west on Heritage Park Rd.
- Take a left on Doberteen Dr.
- Wrestling Room is located on West side of campus.

**Stay Calm, Talk Clearly, and Obtain as
Much Information as Possible**



Section

III





2008-2009 Medical Guidelines National Athletic Interscholastic Association

*[http://NAIA Medical Guidelines
.cstv.com/member-services/training/medical.htm](http://NAIA_Medical_Guidelines.cstv.com/member-services/training/medical.htm)*





Section

IV





Dr. Burchfield Clinic



Embry-Riddle

Yavapai College

Time / Date	Athlete's Name	School	Sport	Reason For Visit	Additional Notes

Date: _____



Embry-Riddle Aeronautical University
Prescott Campus
Sports Medicine Daily Rehab Chart

Name: _____

Student ID: _____

Body Part: _____

Injury: _____

Sport: (Circle One)

M. Soccer / W. Soccer / Wrestling / Volleyball / ERAU Student / ERAU Staff / Non-ERAU

Date:

Exercises	Sets	Reps

Date:

Exercises	Sets	Reps

Date:

Exercises	Sets	Reps

Date:

Exercises	Sets	Reps

Date:

Exercises	Sets	Reps

Date:

Exercises	Sets	Reps



Embry-Riddle Aeronautical University
Sports Medicine Department

Lange Skinfold Caliper Sheet
Body Fat % Analyses

Name: _____ DOB: _____ Weight: _____
 Date: _____ Sport: _____

	Triceps	Biceps	Subscapular	Suprailiac
1				
2				
3				
Total				
Average				

% Body Fat Chart / _____

% Body Fat Computer / _____

 ** Login b09791
 ** Password ux393v

Joshua Schmidt M.Ed ATC /L/AT
 Embry-Riddle Aeronautical University
 Head Athletic Trainer
 (928) 777-6930 (Office)
 Joshua.Schmidt@erau.edu



Treatment Consent Form
Embry-Riddle Aeronautical University
Non-Student-Athlete

I _____ hereby authorize the Athletic Trainers and Sports Medicine staff of Embry-Riddle Aeronautical University as well as their agents to provide care to my Son / Daughter / Myself in regards to any illness or injury related to being physically active. Furthermore I understand that the Universities professional staff may provide treatment regarding routine first aid, major emergencies, medical trauma, rehabilitation, and any other illnesses or injuries related to being physically active. I also understand that the Athletic Trainers may refer me to appropriate physicians / medical personnel for further treatment in the event that an injury or illness is out of the scope of the Athletic Training staff.

Being fully aware of the hazards and possible consequences involved in treatment of the above described routine major emergency conditions, and illnesses and or injuries involved with being physically active, I being legally competent to give consent, hereby consent to such treatment and hold ERAU, their employees and agents, free and harmless from any claims, demands, suits, or damages from any injury or complication whatever may result from such treatment.

Print Name: _____

Signature: _____

Date: _____

Witness Name: _____

Signature: _____

Date: _____



(Prescott Campus)
AUTHORIZATION FOR RELEASE OF MEDICAL INFORMATION
ERAU Athletic Training
(928) 777-6930 or Fax (928) 777-3748

I Authorize

Name of sending agency or institution

Address

City State Zip

To Release to:

ERAU Athletic Training
3700 Willow Creek Road
Prescott, AZ 86301-3720

The Following information: (info to be release must be clearly specified)

In regards to _____ / / / /
(PRINT) Name of patient at time of treatment Social Security # Date of birth

For the purpose of

I understand that I may revoke this consent at any time except to the extent that action had been taken based on this authorization. I also understand that this authorization shall expire, without my expression revocation, three months from the date written below.

Signature of patient or responsible person Date

Witness Date



(Prescott Campus)
AUTHORIZATION FOR RELEASE OF MEDICAL INFORMATION
ERAU Athletic Training
(928) 777-6930 or Fax (928) 777- 3748

I Authorize ERAU Athletic Training
3700 Willow Creek Road
Prescott, AZ 86301-3720

To Release to:

Name of agency or institution

Address

City State Zip

The Following information: (info to be release must be clearly specified)

In regards to _____ ____/____/____ ____/____/____
(PRINT) Name of patient at time of treatment Social Security # Date of birth

For the purpose of

I understand that I may revoke this consent at any time except to the extent that action had been taken based on this authorization. I also understand that this authorization shall expire, without my expression revocation, three months from the date written below.

Signature of patient or responsible person Date

Witness Date



Embry-Riddle Aeronautical University
Sports Medicine Department
Prescott Campus

3700 Willow Creek Road
Prescott, AZ 86301
(928) 777-6930 (Office)
(928) 777-6936 (Fax)

Facsimile Cover

To: _____

Fax #: () _____ Pages: _____

Phone #: () _____ Date: _____

Re: _____ CC: _____

- Urgent For Review Please Comment Please Reply Please Recycle

Confidentiality Statement:

The information contained in this facsimile may contain confidential information related to health and medical issues. It is intended only for use of the address listed above. If you are not the intended recipient you are hereby notified to contact the sender at the above listed phone number and destroy all information.

From

Joshua Schmidt M.Ed ATC L/AT
Head Athletic Trainer
(928) 777-6930 (Office)
(928) 607-2834 (Cell)

Dr. Daniel Burchfield
Team Physician
(928) 778-9250 (Office)





Medication Log

Date	Athletes Name	Date:	Ibuprofen 200	Acetaminophen	Diphen (Allergy)	Benadryl (allergy)	Naproxen Sodium	Throat Lozenges	Diamode (Anti-Diarrhea)	Pepto-Bismo	TUMS	Pseudo ephedrine HCL	Cough (Decongestant)	Anti-Fungal				
		/																
		/																
		/																
		/																
		/																
		/																
		/																
		/																
		/																
		/																
		/																
		/																
		/																
		/																
		/																



Embry-Riddle Aeronautical University
Sports Medicine Department

HEAD INURY ASSESMENT SHEET

BP: / **Pulse:** **Respirations:** **Time:** **Date:** _____

Number	Cranial Name	Function
I	Olfactory	Smell
II	Optic	Vision
III	Oculomotor	Eyelid Movement / Pupil Reaction
IV	Trochlear	Upward Gaze
V	Trigeminal	Chewing / Facial Feeling
VI	Abducens	lateral Gaze
VII	Facial	Smile / Frown / Taste
VIII	Vestibulocochlear	Hearing / Equilibrium
IX	Glossopharyngeal	Taste / Swallowing
X	Vagus	Gag Reflex / Swallow / Speech
XI	Accessory	Shrug Shoulders
XII	Hypoglossal	Tongue Movement

Functional Test(s)

- **Rhomberg's Test** **Pos. / WNL**
- **Cranial Nerves** **Pos. / WNL**
- **PEARL** **Pos. / WNL**
- **Heel toe Walk** **Pos. / WNL**
- **Finger to Nose (etc.)** **Pos. / WNL**
- **Amnesia Retrograde** **Pos. / WNL**
- **Amnesia Anterograde** **Pos. / WNL**
- **Cognitive Function(s)** **Pos. / WNL**

Questions to Ask?

- **Any Dizziness** **Y / N**
- **Any Tinnitus** **Y / N**
- **Any Nausea or Vomiting** **Y / N**
- **Any Headache** **Y / N**
- **Any Numbness / Tingling** **Y / N**
- **Any LOC** **Y / N**
- **Any Blurry Vision** **Y / N**
- **Any Trouble Concentrating** **Y / N**

****Additional Notes:**



Embry-Riddle Aeronautical University **Sports Medicine Department**

HEAD INJURY HOME CARE SHEET

- No Strenuous Activity for a minimum of 24 hours.
- Have someone wake you every 2 hours to make sure you respond.
- Check respiration rate and pulse every 2-3 hours. (Normal Pulse is 60-80 BPM / Normal Respiration rate is 10-15 breaths per minute.)
- Do not sit in a spa, drink alcohol, or take any blood thinners.
- For treatment of headache take acetaminophen (Tylenol) only. An ice pack may be applied to the head and neck for relief as well as acetaminophen.
- Contact the Head Athletic Trainer or go to the Emergency Room ASAP if ANY of the following occur. (Yavapai Medical Center Phone # 928-771-5100)
 - Development or intensification of headache to severe status.
 - Development or intensification of severe nausea and or vomiting.
 - Development or intensification of convulsion(s) (Seizure or Fit)
 - Experience weakness or inability to move extremities or numbness in extremities.
 - Development or intensification of abnormal gait, stumbling, dizziness, ringing in ears, or any other peculiar behavior.
 - Experience(s) extreme sleepiness, or becomes unable to waken or arouse.
 - Development or intensification of abnormal eye movement, blurry vision, double vision, difficulty focusing eyes, pupil's unequal or uncreative to light.
 - Drainage of fluid from nose or ears. (Drainage may be bloody or Clear)

Return to the Athletic Training room the next day for follow up assessment.



Joshua Schmidt M.ED ATC L/AT
Head Athletic Trainer
Embry-Riddle Aeronautical University
(928) 777-6930 (Office)
(928) 607-2834 (Cell)





Functional Exam (Knee)
Embry-Riddle Aeronautical University
Sports Medicine

Name: _____

Date: _____

BOD: _____

Sport: _____

Weight: _____

Injury: _____

Girth Measurements

	Right Calf	Left Calf
3 Inch.		
6 Inch.		
9 Inch.		
	Right Quad.	Left Quad.
3 Inch.		
6 Inch.		
9 Inch.		

AROM

Rt. _____ Flexion Lt. _____ Flexion
 Rt. _____ Extension Lt. _____ Extension

Single Leg Jump / Hop

Rt. _____ Inches Difference _____ %
 Lt. _____ Inches

Square Hop / Balance (30 Seconds)

Rt. _____ Reps Difference _____ %
 Lt. _____ Reps

Leg Press 60% Body Weight

Rt. _____ Reps Weight _____ lbs
 Lt. _____ Reps Differences _____ %



Joshua Schmidt M.ED ATC L/AT
 Head Athletic Trainer
 Embry-Riddle Aeronautical University
 (928) 777-6930 (Office)
 (928) 777-6936 (Fax)
 Joshua.Schmidt@erau.edu



Embry-Riddle Aeronautical University
Sports Medicine Medical Referral

Name _____ Date _____ Time _____

Athletic Trainer's Findings & Impression: _____

Physician Diagnosis & Recommendation: _____

Recommended Activity Level (Check all that apply):

Bed Rest: _____ Attend Class Only: _____ No Practice: _____

Practice as Tolerated: _____ No Restrictions: _____

Follow-Up Appointment ____/____/____
Date Time

Physician's Name Print: _____

Physicians Signature: _____

PLEASE INSTRUCT THE STUDENT ATHLETE TO RETURN THE WHITE COPY TO THE ATHLETIC TRAINING ROOM.

I hereby authorize _____ to release all records related to the injury / illness specified above to the Embry-Riddle Aeronautical University Sports Medicine Staff and or Health Services Staff. I further authorize the above named health care provider to discuss my case with any representative of the Embry-Riddle Aeronautical University Sports Medicine Staff and or Health Services Staff. I waive any and all claims against the above named health care provider, Embry-Riddle Aeronautical University, and any of its employees or contractors in connection with the communication and disclosure of such information.

Student Signature

Date

Witness



Embry-Riddle Aeronautical University

***ASSUMPTION OF RISK, VOLUNTARY RELEASE AND
MEDICAL CONCENT FORM FOR INERCOLLEGIATE
ATHLETIC TRYOUTS AT EMBRY-RIDDLE
AERONAUTICAL UNIVERSITY***

Athlete's Name: _____ Sport _____

I understand that participation in intercollegiate athletics poses potential risk of injury. Being fully aware of the hazards and potential risks of injury involved in my voluntary participation in try-outs, I being legally competent to give consent, hereby consent to participating in try-outs for Embry-Riddle Aeronautical University in Prescott, and hold ERAU, their employees and agents, free and harmless from any claims, demands, suits, or damages from any injury or complications whatever may result from such participation.

I understand that the University's professional staff may provide treatment regarding routine first aid, major emergencies or medical trauma and may refer me to appropriate physicians / medical personnel for further treatment in the event that an injury take place. I hereby authorize consent to any X-ray, examination, anesthetic, medical or surgical diagnosis or treatment or hospital care, which is deemed necessary and rendered under the guidance or special supervision of the physician.

Being fully aware of the hazards and possible consequences involved in treatment of the above described routine and major emergency conditions, I being legally competent to give consent, hereby consent to such treatment and hold ERAU, their employees and agents, free and harmless from any claims, demands, suits, or damages from any injury or complications whatever may result from such treatment.

All medical expenses incurred due to my participation in tryouts are understood to be my responsibility and I hereby give authorization to provide such insurance information as necessary, should I incur any injury that requires medical attention. I do hereby declare and represent that in making, executing, and tendering this voluntary release and medical consent form for try-outs, I understand and acknowledge the risks involved in my participation in the described activities, and that I have read this statement, understand its contents, and executed, of my own free will and choice, and do so to benefit the best interest of myself.

I also understand that my tryout at Embry-Riddle Aeronautical University is limited to _____ days.

****I HAVE READ THE ABOVE AND UNDERSTAND****

In witness thereof, I have executed this document this _____ day of _____, 20____

Signature of Participant _____

Signature of Parent / Guardian _____
(For participants under age 18)

Witness _____
Signature _____ Date _____



EMERGENCY INFORMATION

(Please Print All Information)

Name: _____

Date: _____

SS# ____ - ____ - _____

DOB ____ / ____ / _____

Sport _____

Emergency Contact _____

Emergency Phone Number _____

Medical or Health Problems _____

Allergies (Med. Food. Bites) _____

Health Insurance Name _____

Health Insurance Policy # _____

Health Insurance Group # _____



Embry-Riddle Aeronautical University

***ASSUMPTION OF RISK, VOLUNTARY RELEASE AND
MEDICAL CONCENT FORM FOR ALUMNI
PARTICIPATION IN ATHLETICS AT EMBRY-RIDDLE
AERONAUTICAL UNIVERSITY***

Alumni's Name: _____ Sport _____

I understand that participation in intercollegiate athletics posse's potential risk of injury. Being fully aware of the hazards and potential risks of injury involved in my voluntary participation as an alumni, I being legally competent to give consent, hereby consent to participating in competition at Embry-Riddle Aeronautical University in Prescott, and hold ERAU, their employees and agents, free and harmless from any claims, demands, suits, or damages from any injury or complications whatever may result from such participation.

I understand that the University's professional staff may provide treatment regarding routine first aid, major emergencies or medical trauma and may refer me to appropriate physicians / medical personnel for further treatment in the event that an injury take place. I hereby authorize consent to any X-ray, examination, anesthetic, medical or surgical diagnosis or treatment or hospital care, which is deemed necessary and rendered under the guidance or special supervision of the physician.

Being fully aware of the hazards and possible consequences involved in treatment of the above described routine and major emergency conditions, I being legally competent to give consent, hereby consent to such treatment and hold ERAU, their employees and agents, free and harmless from any claims, demands, suits, or damages from any injury or complications whatever may result from such treatment.

All medical expenses incurred due to my participation in competition are understood to be my responsibility and I hereby give authorization to provide such insurance information as necessary, should I incur any injury that requires medical attention. I do hereby declare and represent that in making, executing, and tendering this voluntary release and medical consent form for competition, I understand and acknowledge the risks involved in my participation in the described activities, and that I have read this statement, understand its contents, and executed, of my own free will and choice, and do so to benefit the best interest of myself.

I also understand that my tryout at Embry-Riddle Aeronautical University is limited to _____ days.

****I HAVE READ THE ABOVE AND UNDERSTAND****

In witness thereof, I have executed this document this _____ day of _____, 20____

Signature of Participant _____

Witness _____

Signature

Date



EMERGENCY INFORMATION

(Please Print All Information)

Name: _____

Date: _____

SS# ____-____-_____

DOB ____/____/_____

Sport _____

Emergency Contact _____

Emergency Phone Number _____

Medical or Health Problems _____

Allergies (Med. Food. Bites) _____

Health Insurance Name _____

Health Insurance Policy # _____

Health Insurance Group # _____



Section

V





Embry-Riddle Aeronautical University

Physical Forms and Documents

Prescott Campus

- Physical Questionnaire
 - [Physical packet\Physical Ques..doc](#)
- Physicians Physical Form
 - [Physical packet\Physical Doctors Form..doc](#)
- ERAU Consent Form
 - [Physical packet\ERAU Consent \(2\).doc](#)
- ERAU Emergency Contact and Insurance information Form
 - [Policies Booklet AT\Insurance Emergency Info.doc](#)
- ERAU Recruiting Physical Form
 - [Policies Booklet AT\Recruiting Document.doc](#)

Insurance Update Letter August 2008 to Present

Attention All Student Athletes of Embry-Riddle Aeronautical University:

Starting August 3rd 2008 all student athletes will be required to have a primary health insurance carrier. This is a policy that Embry-Riddle has set in place to ensure that every student that attends the Prescott campus has health insurance coverage. As a result the Athletic Department at ERAU has changed its insurance policy. Please read the below statement to ensure that you understand the new insurance policies.

University Athletic Insurance coverage for Student-Athletes is to provide ONLY for injuries sustained as a part of an official team activity, practice or competition. The University does not provide coverage or pay ANY medical bills for ANY illness, injury or condition NOT sustained as the direct result of participation in the ERAU intercollegiate athletic program. In addition to only covering intercollegiate athletic team functions, practices, or competitions, Embry-Riddle Aeronautical University **Athletic Insurance will function only as a secondary insurance.** As of August 3rd 2008 every Student-Athlete must have a primary insurance. His or her insurance must meet the minimal standards set forth by Embry-Riddle Aeronautical University. This is in direct line with the new university standard that every student at ERAU must have medical insurance. Every Student-Athlete must have a primary insurance plan that covers intercollegiate athletics, begins coverage the first day of practice and covers the individual through August of 2009. If at any time the student-athlete's plan changes he or she will be responsible to make sure they notify the Head Coach and Head Athletic Trainer.

- The plan must cover both Emergency and Non-Emergency services, have participating hospitals, physicians, pharmacies, and mental health care providers within a 50 mile radius of the Prescott Campus.
- In addition the plan must have ambulance transport within a 50 mile radius of the campus, provide inpatient/outpatient mental health care and chemical dependency benefits,
- Have a plan benefit for prescription medications, and cover laboratory and radiology expenses.
- Lastly the plan can not exceed a per incident deductible in excess of \$250 and a maximum benefit at least **\$15,000** per policy year.

Student-Athletes that are injured or ill will be instructed to submit all bills to their primary insurance first, if the Student-Athlete does not have a primary insurance that meets the University standard he or she will be required to purchase the University's plan. ERAU's athletic insurance policy does not have the option of waiving the requirement of filing with your primary insurance group. Lastly any Student-Athlete that does not adhere to the set forth policies will be financially responsible for any costs associated with an injury or illness sustained from participation in athletics at ERAU.

If you do not have primary insurance you will be required to purchase the University's policy. Athletes that have primary insurance and want to waive out of the additional ERAU coverage must fill out the waiver form by September the 2nd 2008 or they will be charged for the additional coverage. The waive out form can be found on the following web site.

<https://www.srstudentcenter.com/Default.aspx>

If you have any question please contact the Athletic Training Department at 928-777-6930

Thanks,

Joshua Schmidt
Head Athletic Trainer



Section

VI





Standing Orders

Embry-Riddle Aeronautical University

2008-2009

The following is a list of orders that must be followed by ERAU Certified Athletic Trainers in the treatment and care of athletic injuries. The team Physician involved in the treatment and care of ERAU intercollegiate student-athletes must agree, sign and date this form. In the case of any event not covered on this form, the Head Athletic Trainer should contact Dr. Daniel M. Burchfield or the ERAU Health Center physicians. Any other emergencies outside the abilities of ERAU Certified Athletic Trainers, EMS should be called.

- The following is a list of approved actions and treatments for ERAU Certified Athletic Trainers.
 - Use of Modalities such as electrical stimulation, ultrasound, Ionto, heat, cold, TENS.
 - Initial assessment of injuries and illnesses.
 - Non-prescription over the counter medications may be furnished at the discretion of the Certified Athletic Trainer.
 - All prescription drugs must be ordered by the team physician(s).
 - All lab tests will be ordered by the team physician(s).
 - Can perform rehabilitation to athletic injuries under physician's guidelines.
 - Can reduce minor or chronic dislocations.
 - Can perform splinting and taping to athletic injuries as long as athlete is cleared to play.
 - Can administer Epi-pen in case of anaphylactic shock.
 - Can remove stitches under physicians care.
 - Allowed to perform duties that are not above and beyond the experience and knowledge of the Certified Athletic Trainer.

Physician Name

Daniel M. Burchfield, M.D. PhD

Signature: _____

Date: _____