



ATHLETIC TRAINING
POLICIES & PROCEDURES
And
EMERGENCY ACTION PLAN

Policies and Procedures

I. General

- A. The Athletic Trainers are responsible for caring for and preventing athletic injuries for COC Student Athletes. This includes:
 - i. Creating and maintaining professional working relationships with a network of physicians and other health care professionals
 - ii. Communicating with the above network, student athletes, parent/guardians, and coaches in looking out for the student athlete's health and welfare.

- B. Athletic Trainers will be on site for each in-season home intercollegiate contest, and will travel with football due to the high risk of injury and the high number of participants.

- C. Athletic Trainers will cover in-season intercollegiate athletic practices according to the following guidelines:
 - i. Coverage refers to being on campus and available to respond to injured student athletes as the need arises.
 - ii. The practice is during normal working hours, which is 10:00 a.m. to 7:00 p.m. Monday through Friday.
 - iii. The practice is during the, written, pre-arranged time agreed upon by the Coach and Athletic Trainers.
 - iv. Saturdays and School Holidays, one week notice of practice times is required.
 - v. Monday through Friday, practices that go past 7:00 p.m. will not have coverage unless special arrangements have been made.
 - vi. Sunday practices will not be covered.
 - vii. Off campus practices will not be covered unless special arrangements have been made.
 - viii. See COC Athletics Emergency Action Plan (EAP) for details of how to handle an injury when no Athletic Trainer is present.

- D. All student athletes who sustain an injury while participating in intercollegiate athletics must be seen by an Athletic Trainer.
 - i. The Athletic Trainer will refer the injured student athlete to the appropriate medical facility if necessary.
 - ii. It is very important that the student athlete follow the Athletic Trainers direction in terms of medical referral. See the medical insurance section for further information.
 - iii. Student Athletes returning to play from an injury must have a clearance from the Athletic Trainers or from the Physician caring for the injury or condition prior to participation.

- E. Student Athletes who are injured in an off-season physical education class will be taken care of by the Athletic Trainers in terms of general first aid and referred as needed.
 - i. Coverage of off-season physical education classes will vary depending on season.
 - ii. See EAP for details of dealing with injuries when no Athletic Trainer is present.

- F. Non Traditional Season Competition
 - i. A one month notice of events to be hosted on campus is required.
 - ii. Athletic Trainers will not necessarily be on the field or court for out of season competition events. Athletic Trainers will, however, “cover” events if they are home events that fall under normal working hours. “Cover” is defined as an athletic trainer will be in the physical education area with the ability to be contacted if necessary.
 - iii. If an event is hosted on campus during off hours or weekends an athletic trainer will be provided and paid for by the hosting team out of their club account or by charging visiting teams a participation fee. The fee will be determined per event prior to the event.

II. Coaches Responsibilities

- A. Ensure all student athletes participating in any intercollegiate practice or competition must:
 - a. After the COA designated start date,
 - i. Be enrolled in the corresponding KPE Intercollegiate Course
 - ii. Have a clear pre participation exam (PPE) with all athletic training documents completed, signed, and filed with the Athletic Trainers.
 - 1. After the official start date specified by the COA, only those with a clear PPE may participate in competition.**
 - 2. Student Athletes are permitted to practice with pending paperwork as long as the Athletic Trainers have a signed Physical from a Physician and all forms are signed.**
 - b. Prior to the COA start date,
 - i. Those participating in off-season practices must be enrolled in the corresponding Physical Education Kinesiology Class.
 - c. COA Windows of Out of Season Competition
 - i. All student athletes competing in COA out of season competition must have a clear pre participation exam (PPE)

filed with the Athletic Trainers, including the COC PPE Packet.

- ii. Note that this only applies to out of season competition, not Physical Education Classes.

B. Preseason PPE Meetings

- i. It is the coach's responsibility to arrange a time with the Athletic Trainers to meet with the entire team to discuss the PPE packet in its entirety. The student athletes should have the following information with them:
 - 1. Student ID
 - 2. Medical insurance information
 - 3. Parent/Guardian employment and medical insurance information.
- ii. **All out of state student athletes must be informed prior to coming to COC that they must have their medical insurance transferred to California.**
- iii. It is also the Coaches' responsibility to inform the student athletes the time and location of the PPE.

C. Injured Student Athletes

- i. All student athletes who sustain an injury participating in intercollegiate athletics must be seen by an Athletic Trainer.
- ii. Student Athletes returning to play from an injury must have a clearance from the Athletic Trainers or from the Physician caring for the injury or condition.

D. Provide practice schedules in writing to the Athletic Trainers.

- i. If the given practice schedule is going to be deviated, one week notice is requested.
- ii. If less than a week is given there may be schedule conflicts which could hinder practice coverage.
- iii. See policy of in-season intercollegiate practice coverage in the general medical policies and procedures (IC)

E. It is the coach's responsibility to be familiar with the COC Athletics Emergency Action Plan (EAP) so that they can act appropriately when a student athlete sustains an injury.

F. The coach should have the following while traveling to an away contest:

- a. student athletes' emergency cards
- b. travel kit
 - i. The travel kit is to be returned to the Athletic Trainers for restocking in between competitions.
- c. COC Athletic Trainers' office and cell phone numbers

- i. Chad Office # (661) 362-3491; Cell (805) 404-2692
- ii. Sarah Office# (661) 362-3377; Cell (661) 400-2888

III. Pre Participation Exam (PPE)

- A. A clear PPE is defined as the following:
 - i. Medically cleared by physician (chiropractic, podiatrist, & previous high school physicals will not be accepted)
 - ii. All forms in the PPE packet completed
 - iii. Copy of insurance card on file with Athletic Trainers

- B. All student athletes participating in any intercollegiate practice or competition must have a clear pre participation exam (PPE) filed with the Athletic Trainers.
 - i. After the official start date specified by the COA, only those who have been cleared by a physician and signed all forms in the PPE Packet may participate in practice or competition.
 - ii. The PPE Packet must be complete, including an insurance card on file, for a student athlete to compete in intercollegiate competition.
 - iii. Prior to the COA start date, those participating in off-season practices must be enrolled in the corresponding Physical Education class.

- C. The PPE is valid for all consecutive years of competition at COC as long as the student athlete completes the following each year:
 - i. An updated Medical History
 - ii. An updated vitals reading.
 - 1. If either of the above presents significant changes, the student athlete will have to be cleared by a physician prior to participating in practice or competition.

- D. Pre existing injuries and general medical conditions are not covered by COC athletic medical insurance. Therefore it is the student athlete's responsibility to follow up on any problems that come up during the PPE. The Athletic Trainers will help facilitate this process.

- E. Student Athletes have the option of getting their PPE by their personal physician, as long as the following guidelines are utilized
 - i. Must be a Medical Doctor (MD) or Doctor of Osteopathy (DO)
 - 1. Physicals from Chiropractors or Podiatrists will not be accepted.
 - ii. The COC PPE form must be used

- F. A list of student athletes and their status will go to each coach as well as the athletic director.

IV. Medical Insurance

- A. The COC Athlete Medical Insurance is explicitly explained in the Physical Packet.
- B. The following steps need to be taken when a student athlete needs to see a physician or other health care provider
 - a. If the student athlete has medical insurance, that insurance must be utilized first, and the network which the student athlete's insurance belongs to must be utilized.
 - i. For instance, if a student athlete has Kaiser, that athlete **MUST** see a Kaiser Physician.
 - b. If the student athlete does not have medical insurance, the Athletic Trainer will facilitate filling out the correct forms and submitting the forms.
 - c. The Athletic Trainer will arrange for the student athlete to see a physician in the medical insurance's network.
 - i. If the student athlete goes outside of the network, he or she will be responsible for the bills incurred.
 - ii. This insurance policy is only good for injuries that occur during participation for COC intercollegiate practice and competition.
 - iii. Only the Athletic Trainers can make referrals to physicians. **Again, if the student athlete goes to a health care facility without the referral of an Athletic Trainer, the student athlete will be responsible for the resulting bills.**

V. Athletic Training Room Policies

- A. Supervision of the Athletic Training Room is the responsibility of the Athletic Trainers.
 - i. Equipment and supplies are only to be used under the direction of an Athletic Trainer
- B. The following apply to injured student athletes who come in the Athletic Training room for taping or therapy:
 - i. Dress appropriately, meaning shorts and t-shirts or tank top, depending on body part being treated.
 - ii. Ankles and knees that require taping may need to be shaved.
 - iii. It is the student athlete's responsibility to give him or her self enough time for pre practice treatment and/or taping and not be late to practice.
 - iv. Student athletes must take a shower prior to post practice treatments.
 - v. Post practice treatments must begin no later than 10 minutes after practice concludes.

- vi. No eating, tobacco, cleats, or cell phone use in the Athletic Training Room
- vii. Please leave belongings in your locker room if possible.
- viii. No loitering, once a student athlete is finished with therapy or taping, they must leave.
- ix. Comply with all instructions given by both the Athletic Trainers and the athletic training students.

**See following Athletic Training Room Rules for a more complete list of rules.

ATHLETIC TRAINING ROOM RULES

- Be respectful, **no arguing** with trainers, students, etc.
- Shower & dry off **prior** to receiving treatment or getting in the ice bath.
- No hanging out or horseplay
- No food or drinks
- No cell phones or audible music
- No bags or cleats. The training room is not your locker.
- No cussing! 25 cent per cuss word.
- Please help yourself to ice, heat, & bandaids, but ask for everything else.
- Whatever you get out, please put back.
- Do not remove ANY towels from the training room for any reason.
- Athletic training room & office supplies are NOT for personal use.
- Priority treatment will be given to 1. **In-season games** 2. **In-season practice** 3. **Out-of-season (if time permits)** athletes.
- Mark your exercises on your rehab card before leaving.
- Treatment, taping, & rehab will cease 10 minutes prior to team meeting/practice, **no exceptions!!!**



Emergency Action Plan

The following Emergency Action Plan (EAP) is to be utilized in the case of an injury or illness of COC Student Athletes during practice or competition. This EAP discusses both in-season intercollegiate athletics as well as off-season physical education sport classes. All COC coaches should be acutely familiar with this document.

Note: There are several instances in this document that refer to Athletic Trainers' office and cell phone numbers. Sarah's office number is (661) 362-3377 and cell phone is (661) 400-2888. Chad's office number is (661) 362-3491 and cell is (805) 404-2692.

I. The following protocol is to be used during COC intercollegiate athletics home contest.

- a. Athletic Trainer will respond to injured student athlete
- b. If the injury is of a serious nature:
 - i. Athletic Trainer will call Campus Security at 3229/3239
 - ii. Campus Security will dispatch ambulance
 - iii. Ambulance will transfer student athlete to local hospital
 - iv. Athletic Trainer will make appropriate phone calls to student athlete's parents/guardian and will follow up at the hospital
- c. If the injury is not of a serious nature:
 - i. Athletic Trainer will treat injury on site
 - ii. Athletic Trainer will arrange medical referral if needed
 - iii. Athletic Trainer will continue care in the following days until a full recovery to active participation is reached.

II. The following protocol is to be used during COC intercollegiate athletics away contest, excluding football.

- a. The host athletic trainer will respond to the injury and act according to the host school Emergency Action Plan
- b. The Coach will communicate with the host athletic trainer as to the nature of the injury and what course of action needs to be taken if any.
- c. In the case that the student athlete needs to be transported to a medical facility, the COC Coach will do the following:
 - i. Call the Athletic Trainers and inform them of the situation, including the nature of the injury and the name and phone number of the facility the student athlete is at.
 1. Coaches should have office and cell phone numbers for the Athletic Trainers with them on all away contests.
 - ii. Call the student athletes parents/guardians to inform them of what is happening.
 1. The Coach must always travel with the Emergency Cards, on which is the parent/guardian's phone number as well as medical insurance information.

- d. The COC Athletic Trainers will follow up with the injured student athlete once he or she returns to school.

III. The following protocol is to be used during COC in-season intercollegiate athletics practice or work out while Athletic Trainer is on campus.

- a. The Coach will approach the athlete and attempt to determine the nature of the injury, including whether or not the student athlete is conscious or not, and any obvious deformities.
- b. The Coach will then call the Athletic Trainers, either by office phone or by cell phone, to make them aware of the injured student athlete.
 - i. If for whatever reason the Athletic Trainers cannot be reached, leave a voicemail and continue as if there was no Athletic Trainer on campus. (See Section IV)
- c. The Athletic Trainer will respond to the field to assess the student athlete.
- d. If the injury is of a serious nature:
 - i. Athletic Trainer will call Campus Security at ext. 3229/3239
 - ii. Campus Security will dispatch ambulance
 - iii. Campus Security will facilitate getting the ambulance to the injured student athlete
 - iv. Ambulance will transfer student athlete to local hospital
 - v. Athletic Trainer will make appropriate phone calls to student athlete's parents/guardian and will follow up at the hospital
- e. If the injury is not of a serious nature:
 - i. Athletic Trainer will treat injury on site or transport into the athletic training room
 - ii. Athletic Trainer will arrange medical referral if needed
 - iii. Athletic Trainer will continue care in the following days until a full recovery to active participation is reached.

IV. The following protocol is to be used during COC in-season intercollegiate athletics practice or work out while Athletic Trainer is NOT on campus.

- a. The Coach will approach the athlete and attempt to determine the nature of the injury, including whether or not the student athlete is conscious or not, and any obvious deformities.
- b. If the injury is of a serious nature:
 - i. Call campus security at (661) 362-3229 or 3239 and tell them the nature of the problem and your location.
 - ii. Campus Security will act accordingly to the campus policy in handling student with an injury or illness.
 - iii. If the athlete is transported to a medical facility, get the name of the facility.
- c. If the injury is not of a serious nature:

- i. Have the student athlete sit out of the remainder of the activity and inform the student athlete to follow up with the Athletic Trainers the following day
 - ii. If the student athlete is bleeding, follow OSHA guidelines.
 - d. In either case:
 - i. Call COC Athletic Trainers and inform them of the situation, including the nature of the injury and the name and phone number of the facility the student athlete is at if applicable
 - ii. Call the student athletes parents/guardians to inform them of what is happening.
 - e. The Athletic Trainers will follow up with the injured student athlete once he or she returns to school.

V. The following protocol is to be used during COC out of season physical education sport class or competition while Athletic Trainer is on campus.

- a. The Coach will approach the student and attempt to determine the nature of the injury, including whether or not the student is conscious or not, and any obvious deformities.
- b. The Coach will then call the Athletic Trainers, either by office phone or by cell phone, to make them aware of the injured student.
 - i. If for whatever reason the Athletic Trainers cannot be reached, leave a voicemail and continue as if there was no Athletic Trainer on campus. (see section IV)
- c. The Athletic Trainer will respond to the field to assess the student.
- d. If the injury is of a serious nature:
 - i. Athletic Trainer will call Campus Security at ext. 3229/3239
 - ii. Campus Security will dispatch ambulance
 - iii. Campus Security will facilitate getting the ambulance to the injured student athlete
 - iv. Ambulance will transfer student to local hospital
 - v. Athletic Trainer or Coach will make appropriate phone calls to student's parents/guardian, if such contact information is available.
 - vi. The supervising coach is responsible for filling out an incident form with the campus security and with the Student Health Center.
 - vii. The student should follow up with his or her personal physician.
- e. If the injury is not of a serious nature:
 - i. Athletic Trainer will administer first aid as needed and refer student to Student Health Center and/or his or her personal physician.

VI. The following protocol is to be used during COC out of season physical education sport class or competition while Athletic Trainer is NOT on campus.

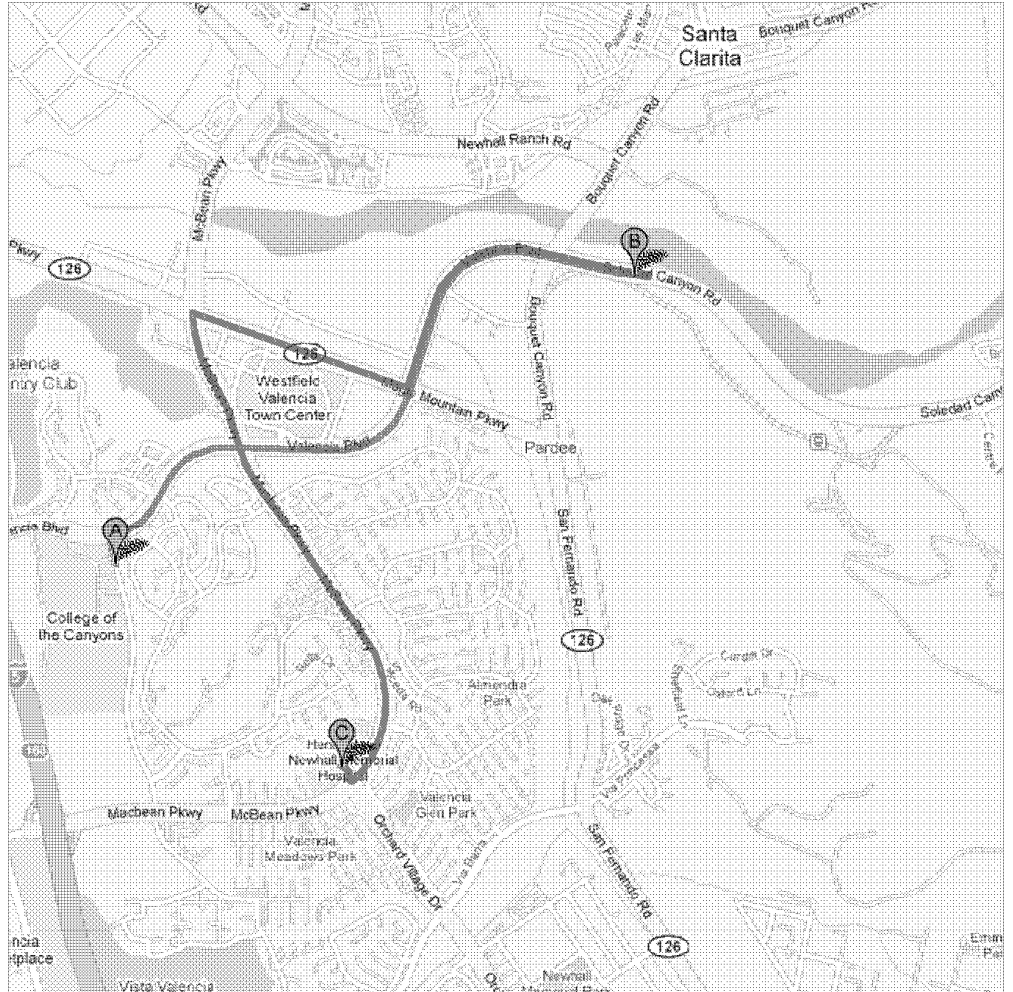
- a. The Coach will approach the student and attempt to determine the nature of the injury, including whether or not the student is conscious or not, and any obvious deformities.
- b. If the injury is of a serious nature:
 - i. The Coach will call Campus Police at ext. 3229/3239.
 - ii. The campus police will act accordingly to the campus policy in handling students with an injury or illness.
 - iii. If the athlete is transported to a medical facility, get the name of the facility.
 - iv. The supervising coach is responsible for filling out an incident form with the campus police and the Student Health Center.
 - v. The student should follow up with his or her personal physician.
- c. If the injury is not of a serious nature:
 - i. The Coach should refer student to his or her personal physician.
 - ii. The COC Health Center can also be utilized if during their normal working hours.
 - iii. If the student is bleeding, follow OSHA procedures.

College of the Canyons
Athletic Training
Information for Visiting Teams

1. Athletic Trainers:
 - a. Sarah Ehram, MA, ATC
 - i. Office Phone: (661) 362-3377
 - ii. Cell Phone: (661) 400-2888
 - iii. Email: sarah.ehram@canyons.edu
 - b. Chad Peters, MS, ATC
 - i. Office Phone: (661) 362-3491
 - ii. Cell Phone: (805) 404-2692
 - iii. Email: chad.peters@canyons.edu
2. Athletic Training Room
 - a. Location
 - i. East PE 003, across from the tennis courts
 - b. Services Available
 - i. Taping
 1. Please send sufficient amount of tape for your teams needs
 - ii. Ice, Heat, Warm Whirlpool, Cold Whirlpool, Ultrasound, Electric Stimulation
 1. Please send specific settings for all modalities for your teams needs.
3. Urgent Care
 - a. First Care Walk In Medical Group (B on Map)
22840 Soledad Canyon Rd; Saugus, Ca 91350
Phone: (661) 799-1776
Hours: 8 A.M. to 10 P.M.; 7 days a week.
 - b. Directions from College of the Canyons (A on Map): East on Valencia Blvd for 2 miles, Valencia turns into Soledad Canyon Road. Stay on Soledad, First Care is located on right after Bouquet Canyon Rd, past Chevron Station across the street from Chi-Chi's Pizza.
4. Hospital
 - a. Henry Mayo Newhall Memorial Hospital (C on Map)
23845 Mcbean Pkwy; Valencia, CA 91355
Phone: (661) 253-8000
 - b. Directions from College of the Canyons: East on Valencia Blvd to Rockwell Canyon, go South (right) on McBean Pkwy. Hospital is located on right.



**Directions to 23845 Mcbean Pkwy,
Valencia, CA 91355**
6.4 mi – about 16 mins





26455 Rockwell Canyon Road
 Santa Clarita, CA 91355
 (661) 259-7800
 www.canyons.edu



Valencia Campus
 26455 Rockwell Canyon Road

A	Administration / Admissions
ALLB	Aliso Lab
ALLH	Aliso Hall
AOC	Academy of the Canyons
BONH	Bonelli Hall
BYKH	Boykin Hall
ECED	Early Childhood
EPEK	East PE
HSLH	Hasley Hall
LIBR	Library
MENH	Mentry Hall
M&O	Maintenance & Operations
PAC	Performing Arts Center
PCOH	Pico Canyon Hall
SCOH	Seco Hall
STCN	Student Center
TNS-CRT	Tennis Courts
TWSH	Towsley Hall
TY	Community Education, Traffic School Tech Prep, School-to-Career, CWEE
VILL	Village
WPEK	West PE
X1	FS & ECE Annex
X2	Security
X3	FS & ECE Annex
X6	Human Resources Office College of the Canyons Foundation
X8	Employee Training Institute, CACT
X9	CaWORKs
X10	Facilities Modular Office
X11	Faculty Modular Office
X12	Public Safety Academy
Y	Interim University Center

▲	Parking Permit Vending Machine
★	Campus Directory Kiosk
●	Parking Lots
♿	Handicapped Parking
■	Coffee & Snacks
○	Elevator

Map not to scale