

UNIVERSITY OF SAINT MARY ATHLETIC CARE POLICIES

In order to insure proper health care for all student-athletes at the University of Saint Mary, and to insure proper payments are made for such care, student-athletes, coaches, athletic trainers, and parents must adhere to the following policies:

1. The Athletic Training Department requires physical exams prior to the beginning of the season. The physical is good for two years of eligibility and must be renewed in the event of any injury or illness that may take place. The Athletic Training Department requires that all athletes have ALL of the following information on file before they can begin practicing:
 - Medical history questionnaire
 - Insurance information
 - A photocopy of their insurance card
 - Emergency contact information
 - Athletic care policy that is signed and dated
 - A copy of their physical exam
 - General contact information

ALL forms must be filled out and completely signed before any participation is allowed. Each coach will be made aware of any student-athlete that is not eligible to play due to missing information.
2. All injuries must be reported to the Athletic Training staff as soon as possible. Decisions on treatment and referrals will be made with the best interests of the student-athlete in mind.
3. If any student-athlete who has been limited or withheld from conditioning, practice, or competition by a medical doctor, or any other medical professional for injury, illness, or any other medical condition prior to or during a season, must have a written release from the treating medical professional or one of equal or greater training. This written release must be dated and have included any specific limitation, return to full participation guidelines, follow-up care, or any other information relating to the care/participation of the student-athlete as it pertains to athletic participation.
4. In order to get taped for practices the athlete must be injured. An injury is defined as that when the athlete makes an appointment for an evaluation and it is assessed as an injury. If an injury is taped without being evaluated we can be held liable if further injury occurs. We understand certain preventative taping is required for game days as a different intensity takes place.
5. If an athlete chooses to not receive treatment during our training room hours of 10 AM until 2:30 pm then they are not hurt at 3 when practice is beginning. The goal is for taping to no longer be needed and for an injury to be healthy enough to play without tape, so an injured athlete needs to continue coming in for rehabilitation while getting taped. If they quit coming in for rehabilitation then they are no longer hurt in accordance to our rules. This also applies if the athlete is supposedly injured and continuing other activities such as horsing around, playing knock out, etc.
6. In regards to basketball, soccer and football, when there are two games back to back the second team is required to get taped at half time or before the first game. Treatment and tape cannot be given while another game is going on; full attention is required for the game taking place. For football treatment time is an hour before taping begins, once taping has begun treatments cannot be given.
7. Equipment like braces and ace wraps need to be returned or an athlete will be charged following their season. Equipments such as sharks, scissors, towels, and hot packs are NOT allowed to be removed from the training room. Athletic trainers provide one water bottle per year for each athlete, so please us it. Cups are expensive and will not be provided for day to day practices or for Gatorade outside the training room, games only.

8. Appointment Policy: All appointments must be made the day prior to the appointment unless otherwise specified. If an athlete is unable to keep an appointment for any reason, it is their responsibility to inform the athletic training staff AT LEAST one hour prior to their scheduled appointment. This makes that time slot available to other athletes that may need it. If an athlete continuously makes and breaks appointments, it will be assumed that they do not need our care and they are not injured.
9. All athletes are required to have and maintain primary medical insurance in order to participate in any form with a University of Saint Mary athletics team.
10. The insurance coverage provided by the University is for **ATHLETIC RELATED INJURIES ONLY, not sicknesses**. Therefore, only those injuries sustained while participating in a supervised practice or event will be covered. This does include off-season conditioning programs, but **not** events such as intramurals, pick-up games, recreational activities, etc.
11. The American College Student Association does offer insurance that can be used as primary insurance that will cover injury and/or sicknesses. This is **separate** than the college's insurance for athletic injuries. All student athletes are required to have primary insurance. If the student does not have primary insurance you can register on-line at www.acsa.com.
12. Our secondary insurance has a deductible of \$2,500 per injury. Any bills for covered injuries will first be sent to your primary insurance carrier. Any gap between what your primary insurance covers and the \$2,500 deductible is the responsibility of the student/parent. After \$2,500 Summit America will act as your secondary.
13. Rules and Regulations of Athletic Training Room
 - No cleats
 - No shoes on tables
 - Student-athletes must dress appropriately for appointments (ex. You should be able to see the injured area while keeping appropriate coverage)
 - Shower before treatment if being seen after practice/ working out
 - In season sports have priority for treatments
 - Towels provided are not to be removed from area
 - Ice and heat are self serve items.
 - If you use something, put it back where it came from.
 - No unsupervised use of the athletic training room.
 - Do not take supplies without asking.
 - MANNERS and RESPECT are required in this room.
 - Evaluations and Treatments 10am-12 pm
 - Treatments and rehabilitation 1pm-2:40 pm

All communications concerning medical bills, insurance, or medical care of the student-athletes should be directed to:

University of Saint Mary
Raeann Taylor
Head Athletic Trainer
4100 South 4th Street
Leavenworth, Kansas 66048
(913) 758-4334.