The purpose of this manual is to provide the athletic trainer, coaches, and club sport athletes with guidelines as to how athletic training services will be rendered and the daily operation of the athletic training room.
Mission

Athletic Training Services will function to protect the health of, and provide a safe environment for, Stanford University students participating in club sports. The mission of the Athletic Training Services is to prevent, manage, and rehabilitate athletic injuries. In addition, the goal is to help club sport athletes to return to play in a safe manner and as soon as possible.
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Contact Information

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Injury Reporting

Participants are responsible for reporting injuries and scheduling an appointment with the Club Sports Athletic Trainer. Participants may also confer with Vaden Health Center. If the participant wishes to see their Primary Care Physician or receive care outside of Stanford University, he/she must submit copies of medical documents as proof of care and clearance.
For injuries that may occur at away contest, the participant/coach must report the incident within 48 hours of the occurrence of an injury. The Club Sports Athletic Trainer or Associate Director of Campus Recreation should be contacted as early as possible by phone in the event of a serious injury or illness.

Insurance

Participants are responsible for assuming all financial obligations incurred for treatment of any injury or illness that may be sustained as a result of participation in Club Sports. Stanford University provides no insurance coverage for participants; therefore, he/she must to have accident/medical insurance that is equal to or greater than that offered through Cardinal Care (Student Health Insurance) Plan.

Insurance is not needed to see the Club Sports Athletic Trainer. However, if your injury warrants referral of care it will be necessary to provide proof of insurance.

The student will be held responsible for all medical bills acquired with the referral of care.

Club Sports Athletic Training Eligibility

Only club athletes that are Stanford students (undergraduate or graduate) are eligible to see the Club Sports Athletic Trainer. Other club participants, such as faculty, staff, alumni and community members, are not eligible to see the athletic trainer.

Teams must submit a list of names that are on their competitive roster for this year. These athletes should be in regular attendance at practice and compete consistently in home and/or away competitions for your team. Once we receive your competitive roster form, we will confirm with your team coach and that they are registered in IMLeagues.com with signed participation waiver. Athletes must be on both the team competitive roster and registered in IMLeagues.com with signed waiver to see the athletic trainer. If you have new additions to the
competitive roster, you must inform the club sports office as soon as possible so they are on the eligible list.

When coming to see the athletic trainer, athletes will need to complete additional paperwork, sign the HIPPA Authorization to Use/Disclose of Patient Health Information (PHI) form, the Medical Consent form, and complete the Healthcare Questionnaire to see her. Athletes under 18, will need to get these forms from athletic trainer ahead of time to obtain parent signature prior to meeting with athletic trainer.

The athletic trainer may refer athletes to Vaden Health Center or other medical providers for appointments with physicians, therapists, lab tests and other services. All athletes must have separate insurance and are responsible for all billing related to such services.

No fees will be billed to athletes or insurance to see the Club Sports Athletic Trainer in the Club Sports Training Room as those services are provided by Club Sports.

Athletic Training for club sports is only available through the Club Sports Athletic Trainer. Club athletes are not eligible for services through varsity training rooms or Stanford Sports Medicine.

Your team may hire the Club Sports Athletic Trainer for event coverage for practices and/or competitive events if s/he is available. Event coverage is at the team’s expense. Club Sports currently only sponsors the athletic trainer for injury evaluation, referral and rehabilitation in the training room.

**Treatment Policies**

**Pre-season Sports:**

- Athletes are encouraged to schedule appointments for injury assessment or rehabilitation.
- May schedule 2 rehabilitation appointments per week.
- Full access to injury ice.

**In-Season Sports:**
• Athletes will be given first priority to schedule appointments or may walk-in during office hours for injury assessment or rehabilitation.
• May schedule unlimited rehabilitation appointments per week.
• May rent preventative equipment (i.e. ankle braces).
• May request pre-practice tape.
• Full access to injury ice.

Out-of-Season Sports:
• Unless it is an emergency, athletes are encouraged to seek care at Vaden Health Center. However, those athletes who are still receiving treatment from in-season injuries are encouraged to continue treatment and rehabilitation.
• Athletes cannot schedule appointments for injury assessment or rehabilitation.
• At the conclusion of season, athletes must return preventative equipment checked out.

Athletic Training Room Rules

Access to athletic training services can be revoked if athletes do not abide by the following rules:

1. All athletes must sign-in.
2. Be respectful.
3. Be punctual for appointments or call to cancel.
4. No offensive language.
5. Please shower if you come in after practice.
6. No cleats inside ATR.
Management Procedures

Emergency Care and Coverage

In the event of an emergency during a home contest or practice, call the Club Sports Athletic Trainer. Stay calm while waiting for the Athletic Trainer to arrive and do not move the person. If you are unable to reach the Club Sports Athletic Trainer, please use the nearest blue phone or your cellular phone to call 911.

After Hours Care

In the event of an emergency during a home contest or practice, use the nearest blue phone or your cellular phone to call 911. Be ready to state the emergency and your exact location.

Concussion Management

*What is a concussion?*

A concussion is a type of traumatic brain injury (TBI) caused by a bump, blow, or jolt to the head that can change the way your brain normally works. Concussions can also occur from a fall or a blow to the body that causes the head and brain to move quickly back and forth.

*Signs & Symptoms*

Most people with a concussion recover quickly and fully. But for some people, symptoms can last for days, weeks, or longer. In general, recovery may be slower among older adults, young children, and teens. Those who have had a concussion in the past are also at risk of having another one and may find that it takes longer to recover if they have another concussion.

People may look fine although they are acting or feeling differently. The following are some symptoms a concussed athlete may experience:

- May have a loss of consciousness
- Convulsion/seizures
- Headache
- Dizziness/Drowsy
- Nausea/Vomiting
• Fatigue/Tired
• Blurry/Double Vision
• Ringing in the ears
• Slurred Speech
• Difficulty thinking clearly
• Trouble concentrating
• Difficulty remembering
• Sensitivity to light
• Sensitivity to loud noises
• Balance problems
• Changes in mood

Some of these symptoms may appear right away, while others may not be noticed for days or months after the injury, or until the person starts resuming their everyday life and more demands are placed upon them. Sometimes, people do not recognize or admit that they are having problems.

*Return-to-Play Protocol*

Once the participant has sustained a concussion, he/she will be removed from activity. The participant must see the Club Sports Athletic Trainer or a physician at Vaden Health Center following the injury.

Treatment and return to play may vary depending on the severity of the concussion and duration of that participant’s symptoms. However, no participant will begin exercises to return to play until asymptomatic, and normal cognitive and postural-stability function have returned.

Upon returning to play an athlete will complete a 5-day progression of exercises (including light cardiovascular exercise, cardiovascular challenge, sport-specific drills, non-contact practice, full practice). If the athlete experiences symptoms, at any time during the 5-day progression, exercises will be stopped. Before resuming activity, the participant must be asymptomatic for 24 hours.

After completion of the 5-day progression and the team physician’s clearance, the athlete may return to play as long as no recurrent signs or symptoms are present.
Appendixes

Please see the Club Sports Athletic Trainer for all the following forms:

Medical Consent Form
HIPPA Authorization to Use/Disclose of Protected Health Information
Healthcare Questionnaire Form
Equipment Rental Form
Injury Report Form
Take-Home Concussion Instructions