

## SPORTS MEDICINE POLICY & PROCEDURES

The Athletic Department has two Certified Athletic Trainers that are available to all athletic teams. It is the duty of the athletic trainer to administer the documentation of all injuries that occur in our athletics programs, recommend doctor and/or hospital referrals and coordinate the insurance claims processing with the Director of Athletics.

### Physicals

All student-athletes are required to have a physical examination once a year. The physical is required each year before the student-athlete is allowed to participate in any intercollegiate activities. The athletic trainer will make arrangements for physicals each year. The physicals will usually be administered in Knights Hall; however, there are times when they may be administered at another site. The athletic trainer will notify all coaches the date, time and site of physicals. It is the responsibility of the coaches to notify the athletes of the date, time and importance of the required physicals. Student-athletes will not be allowed to practice or compete until they have passed a physical examination.

**All student-athletics, including walk-ons (freshmen, transfers, upperclassmen) are required to have a physical at one of the two scheduled physical dates annually.**

If the student-athlete misses the scheduled physical, he/she will be required to get a physical at the next available time. ALL PHYSICALS MUST BE PERFORMED BY A BELLARMINE PHYSICIAN.

### Medical Treatment

When appropriate the athletic trainer will arrange for medical treatment for student-athletes at doctors' offices or hospital emergency rooms. **If the athletic trainer is not available, the coach is responsible for making arrangements for proper emergency treatment.** In that case the athletic trainer should be notified as soon as possible after the occurrence. The athletic trainer will assess the injured athlete's ability to participate on a daily basis. It is very important that an injured athlete see the trainer daily for treatments and also to determine the earliest safe date for resuming athletic activities. The trainer will inform the athlete of the time to be in the training room for daily treatment. If an athlete misses a treatment, he/she will not be allowed to participate in athletic activities that day.

Coaches should make sure their athletes are aware of the injury and treatment policy. The training room will be opened every day during classes for injury treatments and on weekends as needed for activities. Training room hours will be announced regularly and the athletic trainer will try to schedule treatments convenient to the class schedules of the student-athletes.

The Athletic Department will not cover medical expenses other than those for a specific injury suffered during actual participation in official college practice or game competition. Student-athletes who are treated by a medical source without specific authorization from the Athletic Department do so at their own expense.

All medical expenses incurred by a student-athlete due to injury at practice or competition must be filed first with the student's insurance company. Bellarmine will not file their insurance until an Explanation of Benefits form has been received from the student's insurance company. The student-athlete and/or the parents are responsible for providing the athletic trainer with the Explanation of Benefits within a timely manner.

All arrangements for the care of injuries are to be made before the student-athlete leaves college or graduates. The University will not accept any responsibilities after an athlete has graduated.

## **COURT/FIELD INJURY PROCEDURE**

In the event of an on field/court injury the following will be the "chain of command" in determining if the student-athlete can resume activity following the injury.

1. Team Physician (if on site)
2. Certified Athletic Trainer (if on site)
3. Student Athletic Trainer/Coach

## **INSURANCE**

**All athletes are required to have insurance. If they do not have coverage, they may purchase a policy through 1st Agency for a reasonable rate. Contact the athletic trainer for this information.**

The athletic trainer is responsible for processing all insurance claims that result from athletic injuries. It is the responsibility of the athlete to get bills and any other required documentation to the athletic trainer in a timely fashion. Only the trainer or athletic director can approve payment of a medical bill with the athletic insurance policy.

### **Facilities Policy for Student-Athletes**

The athletic trainer will maintain records of the primary insurance coverage of all athletes. Incoming freshmen and transfers will be required to submit a completed insurance information sheet prior to beginning team activities. A yearly confirmation of this information will be required from all athletes. If insurance information changes a new insurance information sheet must be completed. No athlete The Sports Medicine facilities are for the sole purpose of prevention, evaluation, and treatment of athletic injuries. Scheduled rehabilitation and treatment appointments are expected to be complied with by prompt and regular attendance. If for any reason, you question treatment or rehabilitation practices, please make an appointment with the Certified Athletic Trainer or the Director of Athletics.

All equipment is to be operated by the Sports Medicine staff solely. Any removal of supplies, equipment, or towels from the facility without prior approval will be considered theft and reported immediately to the Director of Athletics for appropriate action.

Offices and telephones are off limits to all student-athletes unless permission is granted by a staff member.

### **Training Room Regulations**

- 1 All athletes should report to the training room if they are injured. It is your responsibility to let us know when you get hurt. Bellarmine University's Insurance will not cover you unless we send you to the University Doctor.
- 2 You are to report for treatments until released by the trainers. Treatment should be scheduled on your off days when the training room is open. It is in your best interest to get as many treatments as possible.
- 3 All treatments are given one hour before you are to be dressed and ready for games or practices. Do not come in 15 minutes before, as we may not have time to get you to where you should be on time. Class attendance or an emergency is the only excuses for being late for treatment. Getting treatment is NO Excuse for being late to practice, unless you were in class. We have 300+ athletes to take care of and we need you in at your assigned time. We will follow the procedures set forth in the coach's manual for not getting treatment.
- 4 Post practice/game treatments are immediately following the session. Do not go shower or eat before coming for treatments. We will close the Training room 15 minutes after the last practice is scheduled to be completed.
- 5 The training room will be open from 1 PM to 5 PM on weekdays for treatments and evaluations. Morning hours are by appointment only. If you schedule an appointment, you are expected to be there on time so others may be scheduled around you.

6 The training room is open for treatments only. It is not a meeting place, a lounge, or a place to wait for someone. If you are riding to practice with someone getting treatment, please do not come in with them. It gets too crowded with the people that need to be there. Do not be offended if you are asked to leave.

7 It is your responsibility to sign in every time you get treatment. If the coach asks how you are doing and we go to look at what you put down, and you didn't sign in it is just as if you did not get treatment. It gets too busy for us to keep track of the sign in sheet. So you must do it, if you do not know what treatment you received just ask.

8 The training room is a medical facility. There is no place for horse play or goofing off. No cursing is allowed, nor anything which could be considered offensive.

9 No food or drink of any kind is allowed in the training room.

10 Shirts are to be worn at all times. Outdoor athletes may not wear or bring shoes into the training room.

11 Outdoor athletes should remove all grass and dirt before coming into training room for treatment.