



Boston University Club Sports Athletic Training Services Policies and Procedures Manual – 2014-2015

Introduction

Boston University Athletic Training Services is committed to providing excellent health care for all athletes. The following policies and procedures have been developed to ensure that all club sport participants may take part in their sport safely and receive exceptional health care. It is expected that all participants read, understand, and follow all of the procedures that are outlined in this manual. If you have any questions or concerns about any of the information provided here please contact any member of Athletic Training Services.

It is important for all Club Sport participants to understand that this manual is a supplement to the Club Sports Handbook. All requirements, rules, and policies of the Boston University Club Sports Program are also enforced and supported by Athletic Training Services.

Accessing Athletic Training Services

The main athletic training room for club sports is located within the FitRec Center down the hallway on the first floor. Open office hours are determined at the beginning of each semester and are posted to the left of the door of the athletic training room as well as online on the FitRec website. No appointment is necessary and club sport participants may come into the athletic training room at any time during office hours.

The athletic training room in the Case Center at 285 Babcock Street is also available to club sport participants who sustain an injury while on Nickerson Field from 9:00 am – 6:30 pm, Monday – Friday, except for 11:45 – 1:30 on Tuesdays. Any changes to open office hours for the Case Center athletic training room are also posted on the door of the athletic training room.

Athletic Training Services is also on Twitter. Changes to hours, updates, and other important info will be kept up to date: follow us @BUATServices.

If a club sport participant sustains an injury at FitRec outside of normal business hours, EMS staff are available for assistance. EMS are located at the first aid station on the 2nd floor at the end of the hallway, just outside the free-weights room. If the injury necessitates emergency transport to a hospital, EMS will coordinate the contact and direction of an ambulance. For what to do when EMS is not available, refer to their section of the Club Sports Handbook.

If a club sport participant sustains an injury at any other on-campus facility which requires emergency transport to a hospital, **BUPD** can be reached at: **617-353-2121**. They will coordinate the contact and direction of an ambulance.

If a club sport participant sustains an injury off-campus at an event with medical coverage, the participant is to follow the direction of the present medical personnel regarding both injury treatment and return to play.



If medical personnel are not present, **911** should be called. They will need to know number of people injured, type of suspected injury, and location of injury (including address). Do not hang up until instructed to do so by the operator.

In the event that the participant's hospitalization will delay team travel, it is the responsibility of the team officers to ensure alternate travel arrangements (via parent, teammate, coach, etc.) for the injured participant prior to leaving the hospital.

**** Any injury which requires transport to a hospital requires follow-up with a member of Athletic Training Services. ****

The injured participant should be seen by a member of Athletic Training Services at the next available open office hours, preferably within 24 hours. This is to ensure appropriate medical care and follow-up treatment as well as ensure that any bills are appropriately submitted to Boston University's insurance policy. Further details of insurance procedures follow in the next section. It is advised to bring any paperwork obtained from the hospital.

If the injured participant is unable to go to the Athletic Training Room due to the nature of injury, the office is closed, or admittance into the hospital, they should notify a member of Athletic Training Services within 24 hours. In this event, start with calling Larry Venis at the top of the list below. If he/she is unable to answer the phone, in place of leaving a message, continue to call down the list until you are able to speak with someone. Again, leaving a message is not considered sufficient notification.

If the injured participant is unable to call Athletic Training Services due to the nature of injury, it is the responsibility of the team officers to ensure Athletic Training Services is contacted.

Emergency Contact List

Larry Venis	617-791-8602
Becky McClelland	617-448-5619
Sara Kinsel	617-895-8570
Beth Wolfe	864-608-0590
Erin Seeley	714-588-8902
Jeff Apple	410-707-1555

In the event of a trip to the hospital, the team's PERD advisor should also be contacted.

Scott Nalette	203-565-9776
Jason Pride	603-568-2291
Scott Flickinger	607-592-5964

Athletic Training Students

Athletic training students will be present in the athletic training room and at the practices of high-risk sports as an opportunity for them to learn and gain athletic training experience. It will be common for athletic training students to perform evaluations, conduct rehabilitation sessions, provide wound care, and provide taping as well as other athletic training related activities. It is essential that club sports

student athletes understand that the athletic training room is a learning environment and respect the learning experience of the athletic training students.

Emergency Procedure Summary

- If injured during normal business hours and unable to walk, send a teammate to get a member of Athletic Training Services from the FitRec Athletic Training Room or Case Athletic Training Room, depending on location.
- If injured outside of normal business hours at:
 - **FitRec:** contact **EMS** at the end of the hallway on the 2nd floor
 - **On-Campus:** contact **BUPD** at **617-353-2121**
 - **Off-Campus:** call **911** with number of people injured, type of suspected injury, and address of injured person.
 - Do not hang up until instructed to do so.
- In the event that a participant is injured while at an away venue, and the participant's hospitalization will delay team travel, it is the responsibility of the team officers to ensure alternate travel arrangements for the injured participant prior to leaving the hospital.
- The injured participant **must** be seen by a member of Athletic Training Services at the FitRec Athletic Training Room within 24 hours. If unable to attend office hours within the next 24 hours due to nature of injury, the office is closed, or admittance into the hospital, they should notify a member of athletic training services by utilizing the list on page 4.
- The team's PERD advisor should be notified.

Insurance Policy

The state of Massachusetts requires that all residents have medical insurance. It is recommended that students who are not covered under their parent's plan or have an out of state HMO plan to purchase the Boston University student health plan. This policy covers club sport injuries in full and is cost effective. All club sport participants are covered by a *secondary* insurance policy through Aetna. This means that after claims have been submitted to the primary insurance company, all claims will then be submitted to the Aetna secondary policy.

DISCLAIMER: Even though all claims will be submitted to Aetna as the secondary, **it is not guaranteed that Aetna will cover the remaining charges.** Please be aware that Aetna may, or may not, choose to pay the remaining charges on a medical bill. Any charges that remain after a bill has been submitted to Aetna will be the **responsibility of the participant.** In order to receive the benefits from the secondary policy, the following procedures must be followed:

If you sustain an injury while participating in club sports you must report to Athletic Training Services as soon as possible. The athletic trainers will then fill out an Aetna insurance claim form.

- If the Boston University insurance plan is not your primary you must submit bills and file a claim with your primary insurance carrier first. This is your responsibility.
- Boston University's secondary plan is utilized only after your primary insurance carrier has settled all claims.
- In order for claims and payments to be made in a timely fashion you must follow procedure dictated by the sports medicine staff. Any failure may result in non-payment of your claim.

- Boston University's secondary policy does not cover any injuries that did not occur while participating in a club sport practice or game. For example, if a club sport participant gets injured while playing an intramural or outside recreational activity, they will not be covered under this policy. In addition, the secondary insurance policy will **NOT** cover:
 - Non-BU students, faculty, staff or alumni
 - Any events, such as games and practices, scheduled by the team that **DO NOT** occur during the regular season as approved by PERD.

Insurance Procedure Summary

- BU Club Sports injury or conditions must be reported to BU Athletic Training Services as soon as possible.
- When you receive medical bills you must forward the bill to your primary insurance carrier first (i.e. Blue Cross Blue Shield, Cigna, Tufts, etc.) If you waived the Aetna Student Health Care plan, BU is not your primary carrier.
- Your primary insurance carrier will issue you an explanation of benefits (EOB) detailing its payment, amount applied to deductible and any remaining costs.
- You must submit this EOB together with an *itemized* bill to the BU Insurance Coordinator, Karen Goyette at Student Health Services.
- The Boston University secondary insurance plan does NOT provide coverage for any illness, pre-existing condition or injury sustained outside of an approved club sport activity. It only provides coverage for athletic injuries that occur during approved club sport activities.

Any questions regarding insurance procedures or bills received should be directed to a member of Athletic Training Services.

Medical Requirements

Before taking part in any club sport activity each participant must sign a Consent to Treatment waiver form. This form may be obtained in the FitRec Center athletic training room or online at: <http://www.bu.edu/fitrec/club/forms/index.shtml>. If a student is under the age of 18, a legal guardian will be required to sign the consent form. A student may not participate in any club sport or receive any services from Athletic Training Services unless this form has been signed and returned to Athletic Training Services in the FitRec Athletic Training Room.

Each new club sport participant has a 2-week grace period where they can take part in team activity under the signed medical waiver. By the end of this 2-week period the member must be on team roster if they wish to continue their participation. This roster must be submitted electronically to Becky McClelland (bmcclell@bu.edu) at Athletic Training Services as well as the team's advisor in the Department of Physical Education, Recreation and Dance (PERD). All rosters must be in the proper format, a template can be found at: <http://www.bu.edu/fitrec/club/forms/index.shtml>. Any rosters not completely filled in and following this format will be returned for correction.

Disclaimer: If a participant sustains an injury and they are not on the submitted team roster, it increases the chance of the Aetna secondary plan denying any medical claims.

Online Health History Questionnaire

Due to the risks inherent in the sport listed below, all participants for the sports listed below will fill out the online health history questionnaire on a **yearly** basis. Any participants not completing this by the deadline assigned to the team will not be eligible to participate with the team. The form is available via Patient Connect on the Student Health Services Website : www.bu.edu/shs. The form is entitled 'Athletic History Questionnaire – NEW Athletes' the first year it is filled out, and 'Athletic History Questionnaire – RETURNING Athletes' during successive years. Forms will be reviewed by members of Athletic Training Services, and follow-up will be arranged as necessary.

The following teams must have each member fill out this form **yearly**:

- Equestrian
- In-line-Hockey
- Kendo
- Shotokan Karate
- Ski Racing
- Water Polo (men's)
- Water Polo (women's)
- Gymnastics
- Jiu Jitsu
- Kung Fu
- Sailing
- Snowboard
- Triathlon

Pre-Participation Physical

It is a requirement by Athletic Training Services and PERD that high-risk sport participants have an annual orthopedic physical exam prior to their first practice. These high-risk sports include:

- Men's Rugby
- Women's Rugby
- Men's Ice Hockey

Athletic Training Services will schedule pre-participation exams. If the participant has an approved conflict, it is their responsibility to schedule an alternative physical time with Athletic Training Services. All pre-participation exams will be on campus and involve Boston University physicians. The participant must be medically cleared by a Boston University physician in order to participate.

Students who are trying-out for the above sports must bring their insurance information with them to the first team practice and sign a Consent to Treatment Waiver of Claim form. They will then be granted access to the Online Health History Questionnaire, which they must fill out before the following practice. Once that is completed they will have 2 weeks to try-out for the team, at which point they will have to be added to the official roster if they are going to remain on the team. A full physical with a Boston University physician will be arranged for those that made the team.

Although not required, Athletic Training Services strongly encourages and recommends that all other club sport participants obtain a thorough physical exam by a physician annually.

Medical Disqualification

Boston University Athletic Training Services is dedicated to providing the best quality healthcare to all student athletes. In order to do this every participant who uses Athletic Training Services must understand and agree to follow all recommendations for limiting, postponing, or ending one's participation in their club sport. Athletic Training Services will make every effort to return a participant back to play, but this must be done in a safe and appropriate manner.

The club sport participant **DOES NOT** have the right to make their own return to play decision without the consent of the certified athletic trainers or team physician that is coordinating their care. In the event that a participant ignores or chooses to disregard medical orders given by a certified athletic trainer or team physician, the participant:

- Will be held from any competition, play, physical activity, or practice for an undetermined amount of time until the participant's injury has resolved. This will be determined by the team physician and/or certified athletic trainer.
- At minimum, could be suspended from participating in all club sports events for 1 week (includes practices, games, tournaments, travel, etc.) regardless of the season or time of year.
- Any other disciplinary action will be at the discretion of Athletic Training Services and the Club Sports Coordinator from PERD.

Coverage and Scheduling Policy

It is a PERD and Athletic Training Services policy that a certified Athletic Trainer must be *onsite* for all high-risk sports events, whether at a home or away event. Before any practice, game, tournament, or other event is scheduled all of the following criteria have to be met:

- The Athletic Training staff needs to be informed at least 10 business days in advance before the event.
- If the Athletic Training staff is not able to cover an away event then the hosting team has to provide a letter clearly stating that there will be a certified athletic trainer or physician with an MD that will be onsite to cover the event. An EMT or other medical professionals are not acceptable.

If these 2 criteria are not met the game/match **cannot** be played.

Practices and League Games

All practices and games have to be approved and cleared by PERD. Any changes to the approved schedule (such as changing the time, day, or adding an additional practice) have to be cleared with the Athletic Training staff **prior** to being re-scheduled or added.

Other Sports

If another sport's league rules require an athletic trainer present for a home event, Athletic Training Services must be contacted as soon as the event is scheduled. This must be 10 business days at a minimum, but advance notice increases the chances of the staff being able to provide coverage.

Concussion Policy

Boston University Athletic Training Services is dedicated and committed to providing excellent healthcare to all student athletes. Concussions are serious medical conditions that must be managed properly. In order to keep a patient from further harm or damage after a concussion it is imperative that **the participant communicate all symptoms to the athletic trainer**. It is also important for other teammates and coaches to spot abnormal behavior and concussive symptoms to the athletic trainer **immediately**. Hiding or continuing to play while concussed can prolong recovery time, cause further damage to the brain, or lead to serious harm or death.

In accordance with NCAA recommendations, the following club sports will have baseline cognitive testing using the Immediate Post-concussion Assessment and



Cognitive Testing program (ImPACT®):

- Men's Ice Hockey
- Baseball
- Men's & Women's Water Polo
- Men's & Women's Rugby
- Gymnastics
- Equestrian
- Men's & Women's Volleyball

If a student athlete suffers a concussion, he or she may be asked to retake this test to see if there are any deviations from their baseline score and/or to monitor progress throughout recovery. This test may be used as a tool to help determine if a participant is able to return to play based on their cognitive functions.

It is important to understand that each concussion is different and must be diagnosed and treated on a case-by-case basis. Once a participant has been diagnosed with a concussion they will be immediately prohibited from participating in any physical activity. The amount of time an athlete will be prohibited from play is based on the length and duration of concussive symptoms. After sustaining a concussion the most important thing that an athlete must do is **rest**. Both physical and cognitive rest will give the brain the most optimum conditions to heal from the injury that has occurred. It is also very important that the athlete avoid taking any medications after sustaining a concussion. Taking medication can mask symptoms that may indicate potentially life threatening complications from sustaining head trauma.

Progression through a return to play protocol is at the discretion of the Athletic Trainer and team physician. Any participant must receive clearance from the Athletic Trainer or team physician managing their care before returning to any physical activity.

Alcohol, Drug, and Dietary Supplement Policy

Athletic Training Services is dedicated and committed to maintaining a safe, healthy environment for all student athletes. In conjunction with the BU Club Sports handbook, Athletic Training Services supports all standing alcohol and drug policies set forth by the university and Club Sports Program. As stated in the Club Sports Handbook on page 26, it is unlawful to possess, distribute, or use illegal drugs or alcohol while associated with, connected to, or a part of Boston University. Alcohol and drug use is also very detrimental to ones' health and overall well-being, and Athletic Training Services is here to offer help for individuals who have problems or issues with these harmful substances.

Any coach or club sport participant who has a concern about another student that is abusing alcohol or drugs should bring their concerns to any member of Athletic Training Services. The identities of those that come forward will remain confidential. The athletic trainer will then speak with the student who was identified and arrange their health care as appropriate.

Any club sport participant concerned that they might have a problem or abuse issue with alcohol or drugs may also bring their concerns to any member of Athletic Training Services. They may also contact BU Behavioral Health directly via Student Health Services or the Crisis Intervention Center. Both numbers are on the back of all BU Student IDs:

Student Health Services: 617-353-3575
Crisis Intervention Center: 617-353-3569

Dietary Supplements

Boston University Athletic Training Services does not distribute, promote, or encourage the use of dietary or ergogenic aids to enhance athletic performance. Many of these products are NOT endorsed or approved by the FDA, and often times are misleading and not accurate with what substances they contain. Just because something says that it is “healthy” or “all-natural” does not mean that it is safe to take. If a student athlete is currently taking supplements and has concerns or questions about what they are ingesting, he or she may consult a certified athletic trainer or physician.

The student athlete is responsible for what they ingest and accept all risks associated with taking a supplement. All athletes are strongly encouraged to use the Drug Free Sport Resources Exchange Center (REC) to obtain current and accurate information on dietary supplements or ergogenic aids. All inquiries are confidential.

Inclement Weather Policy

Boston University Athletic Training Services is committed to keeping all club sport participants safe, and this includes the dangers from the weather and environment. Due to the fact that club sports play at different facilities, fields, and complexes across the university and city of Boston, the Emergency Action Plan in the event of a weather emergency will be different for each facility. It is important to know the harms, risks, and appropriate way to react to a weather emergency or situation. Knowing when to seek shelter and recognizing a potential weather hazard is essential, especially for the club sports that do not have a certified athletic trainer present at practices and games. It is important that all players and coaches know when an environment is not safe to participate in. The following are the policies and procedures that should be followed in the event of inclement weather:

Boston Weather Service: 508-822-0634, press 1 for first 2 prompts.

Lightning Safety Policy

The following emergency action plan is based off the most current recommendations given by the National Weather Service, the National Lightning Safety Institute, and the NCAA Sports Medicine handbook. In the situation where a flash of lightning or a bolt of thunder is observed:

- Seek safe shelter at the first sign of lightning or thunder.
- Safe shelter is considered any fully enclosed building that involves plumbing and/or electrical wires that act to electrically ground the structure.
- If such a shelter cannot be found, take shelter in any vehicle with a hard metal roof and closed windows.
- While indoors, stay away from any the walls, windows, plumbing and electronic devices attached to the walls (including landline telephones). If in a vehicle, avoid contact with the metal frame and radio use.
- Designate a weather watcher to monitor the weather from a safe location.
- No outdoor activities are to be resumed until 30 minutes after the last sign of lightning/thunder. For every sign observed, the 30 minute timer is reset.

Management of Storm-Induced Injuries

Individuals that are struck by lightning do not carry residual charge and may be handled without danger to the medical personnel. The medical personnel should:

- Evaluate whether the scene is safe. On-going lightning may still be a threat.
- Safely move the injured individual to a safe shelter.
- Activate emergency medical response systems if deemed necessary.
- Apply any first aid necessary.

Activate EMS by calling BU Police Dept from a cell phone: **(617) 353-2121**

BU campus phone/Blue Box: **3-2121**

If off-campus, dial **911**.

The following should be considered when developing a strategy of safety during a lightning storm:

- Multiple means of monitoring weather are encouraged for large athletic events. A longer time to clear the venue should be anticipated due to congestion.
- Avoid being near the highest point of a particular venue.
- Individuals who feel their hair stand on end should assume the lightning safety position – crouched on ground, weight on balls of their feet, head lowered, and ears covered. Avoid lying flat on the ground.

Cold Weather Policy

All outdoor athletic events at Boston University operate under guidelines highlighted in the following table. Please note the following temperatures ranges account for wind-chill. Air temperature information is available on weather.com (note the temperature corresponding to 'Feels like').

Wind-Chill Temperature	Guidelines/adjustment
30°F - 25°F	- Be aware and ready for possibility of cold injuries - Total exposure time: maximum of 2 hours
25°F - 15°F	- Cover all exposed skin as possible - Rewarm: <u>every 20 min</u> for at least 10 minutes - Total exposure time: maximum of 60 minutes
15°F - 0°F	- Consider limiting or modifying activity to limit exposure - Rewarm: <u>every 15 min</u> for at least 10 minutes - Total exposure time: maximum of 30 minutes
< 0°F	- Cancel practice and reschedule

Recognizing early signs of cold-induced stress may prove to be important in preventing cold weather-related injuries. The following signs and symptoms are considered to be early warning signs:

- shivering
- abnormal sensation at the distal extremities (e.g. numbness, pain, or burning sensation)
- disorientation
- slurred speech

Signs & Symptoms of Common Cold Injuries

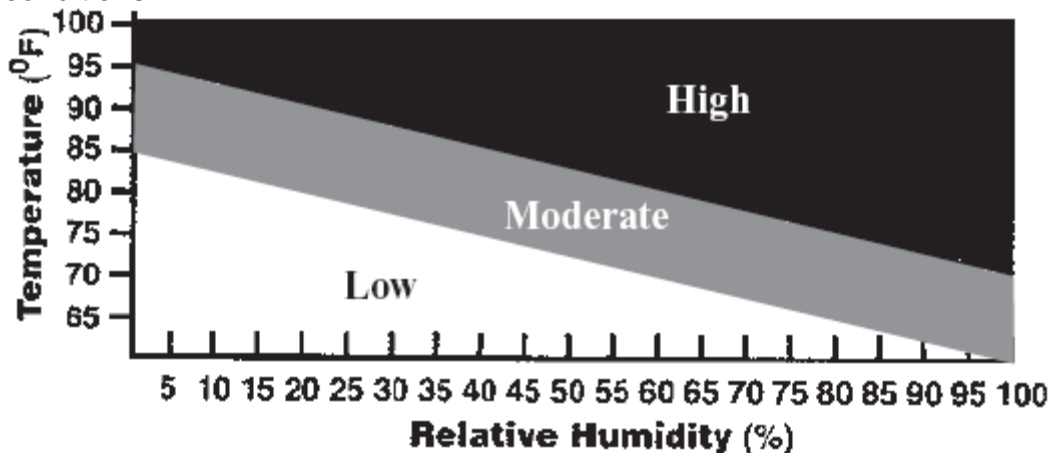
<p>Hypothermia</p> <ul style="list-style-type: none"> • Shivering • Cold sensation, goose bumps, confusion, numbness • Intense shivering, lack of coordination, sluggishness • Violent shivering, difficulty speaking, mental confusion, stumbling, depression • Muscle stiffness, slurred speech and trouble seeing • Unconsciousness 	<p>Frostbite</p> <ul style="list-style-type: none"> • Pain • Burning • Numbness • Tingling • Skin turns hard and white • Skin starts to peel or get blisters • Skin starts to itch • Skin gets firm, shiny, and grayish-yellow
<p>Chilblain/pernio</p> <ul style="list-style-type: none"> • Red or cyanotic lesions • Swelling • Itching, numbness, burning or tingling • Skin necrosis 	<p>Immersion (trench) foot</p> <ul style="list-style-type: none"> • Burning, tingling, itching • Loss of sensation • Cyanotic/blotchy skin • Swelling • Blisters • Skin fissures

Treatment

If you believe yourself or a member of your team is suffering from a cold-related injury or illness, seek medical attention as described on pages 3-5. Any participant that seeks medical help outside of Boston University for cold-related illness MUST follow up with a Boston University's Athletic Training Services for clearance PRIOR to returning to activity.

Hot Weather Policy

All outdoor athletic events at Boston University operate under guidelines highlighted in the following table. In the event a certified athletic trainer is not present please utilize the following table (from 2009-2010 NCAA Sports Medicine Handbook) to determine the guidelines recommended for your practice conditions.



Temperature zone	Guidelines/adjustment
Low Risk Zone (WBGT < 65°F)	- Perform activity as planned - Include 5-10 minute fluid breaks every 20-30 minutes of practice
Moderate Risk Zone (65°F < WBGT < 75°F)	- Include 5-10 minutes fluid breaks every 15-20 minutes of practice - If applicable, upper body pads only
High Risk Zone (WBGT > 75°F)	- Consider delaying/canceling/rescheduling activity - If applicable, no protective equipment may be worn

Recognition: Signs & Symptoms of Common Heat Injuries

Exercise-associated muscle (heat) cramps <ul style="list-style-type: none"> • Dehydration • Thirst • Sweating • Transient muscle cramps • Fatigue 	Heat Syncope <ul style="list-style-type: none"> • Dehydration • Fatigue • Tunnel vision • Pale/sweaty skin • Decreased pulse rate • Dizziness • Lightheadedness • Fainting
Exercise (heat) exhaustion <ul style="list-style-type: none"> • Core temp (97.0 – 104.0°F) • Dehydration • Dizziness • Lightheadedness • Syncope • Headache • Nausea • Intestinal cramps/diarrhea • Pallor • Profuse sweating • Cool, clammy skin • Weakness • Hyperventilation 	Exertional heat stroke <ul style="list-style-type: none"> • Core temp (> 104.0°F) • Dizziness • Drowsiness • Irrational behavior • Confusion/disorientation/irritability • Loss of consciousness • Dehydration • Weakness • Hot and wet/dry skin • Tachycardia (100-120 bpm) • Hypotension • Hyperventilation • Vomiting • Diarrhea
Exertional hyponatremia <ul style="list-style-type: none"> • Core temp (< 104.0°F) • Nausea • Vomiting 	



<ul style="list-style-type: none">• Swelling of extremities• Low sodium level• Progressive headache• Confusion• Lethargy• Seizures/coma	
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Treatment

If you believe yourself or a member of your team is suffering from a heat-related injury or illness, seek medical attention as described on pages 3-5.

Any participant that seeks medical help outside of Boston University for heat-related illness **MUST** follow up with a Boston University's Athletic Training Services for clearance **PRIOR** to returning to activity.

