

# University of Central Arkansas Athletic Training Policy and Procedures

## I. ATHLETIC TRAINING SERVICES MISSION STATEMENT

The University of Central Arkansas Athletic Training faculty and staff are committed to providing personalized and comprehensive healthcare to the student-athlete. Our goal is to focus on the prevention of athletic injuries and illnesses. With the cooperation of our Athletic Training Education Program we are able to provide the highest possible healthcare as well as competence in areas such as injury evaluation, management, rehabilitation and counseling. By adhering to the National Athletic Trainers' Association's (NATA) Code of Ethics and the Board of Certification's (BOC) Standards of Practice, the athletic training faculty and staff are committed to returning student-athletes to competition as soon as they are medically ready.

## II. ATHLETIC TRAINING POLICIES

### A. Athletic Training Room Rules For Student-Athletes

The following rules are in effect for all UCA athletic training rooms. Student-athletes should follow these rules so they can be served efficiently.

1. Student-athletes must come dressed appropriately for their treatment or rehabilitation. The athletic training faculty/staff will make every effort to treat student-athletes on a first come first serve basis. At times, in-season sports may have priority.
2. Student-athletes are expected to report to treatments **on time**. Failure to comply with this can result in the athletic trainer refusing treatment.
3. Student-athletes should assist in keeping the athletic training room clean.
  - q DO NOT wear shoes in the athletic training room.
  - q DO NOT dress or undress in the athletic training room.
  - q Leave clothing, bags you do not need in your vehicle, the locker room or in the designated shelving area.
4. Athletes will not administer self-treatments. All treatments, taping, bandaging, and padding will be provided by the faculty/staff athletic trainers or supervised athletic training students.
5. DO NOT remove equipment or supplies from the athletic training room without the permission of a faculty/staff athletic trainer.
6. DO NOT use the athletic training room equipment or supplies without permission.
7. There will be no horseplay, improper language or unnecessary confusion.
8. DO NOT hang out in the athletic training room. Athletes should only be in the facilities when they are in the process of acquiring athletic training services.
9. After practice, athletes should shower before receiving treatment of wounds, cuts and abrasions.
10. Athletes should return all equipment and supplies (wraps, crutches, etc.) as soon as they no longer need to use them. Athletes will be charged for equipment and supplies that have not been returned.
11. Athletes will treat all athletic trainers with the utmost respect. This respect will then be returned in-kind to student-athletes.

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## **B. Pre-Participation Physical Exam**

Prior to participation on any University of Central Arkansas athletic team or athletic department sponsored group, the student-athlete must have been examined and approved for activity by a UCA certified athletic trainer and a UCA Team Physician. If a student-athlete is a minor, a parent or legal guardian must sign the form. A pre-participation physical exam is effective through the end of the academic school year. Any student-athlete that does not report to the scheduled physical exam sessions may be required to pay for his or her own physical exam. **A Physical exam by a non-UCA physician will not be accepted.** An athlete may remain on the team roster without passing a pre-participation physical exam BUT s/he cannot participate in any team activities until the pre-participation physical exam is completed.

- \* Non-scholarship student-athletes will not be allowed to participate in any activities until all insurance documentation is obtained.
- \* Scholarship student-athletes that have completed a pre-participation physical exam but are lacking the required insurance information will have seven (7) calendar days from the completion of the physical exam to provide the required insurance documentation or information. If the information is not provided within the seven calendar days, the student-athlete will NOT be eligible to participate in any team activities (practice, weights, running, games, competition, etc.).

## **C. Medical Disqualifications**

Conditions that disqualify a student-athlete from participation in UCA athletics are at the discretion of the UCA Team Physician and Head Athletic Trainer. Potential disqualifications may include, but are not limited to, incomplete rehabilitation of a previous injury, gross joint instability, systemic illness, pregnancy, or loss of a paired organ. In the event an athlete wishes to participate on a UCA athletic team, and has any of the above-mentioned conditions, he or she must have written permission from the UCA Team Physician, providing medical clearance for activity and indicating all stipulations of his/her participation.

## **D. Tryouts**

For sports where open try-outs are held, students may participate in limited contact activities only after completing the "Try-Out Release Form". If the student is a minor, a parent or legal guardian must sign the form. The form will only be effective for one (1) week. After this time the student must complete a pre-participation physical exam in order to participate in any team activities (practice, weights, running, games, competition, etc). The Try-Out Release Form is not to be used to replace the pre-participation physical exam.

## **E. Athlete Medical Readiness**

Decisions regarding an athlete's medical readiness for participation will be the responsibility of the UCA Team Physician and UCA certified athletic trainers. In the absence of the UCA Team Physician, this decision becomes the responsibility of the assigned certified athletic trainer who serves under the direction of the team physician. **A student-athlete's private physician does not have jurisdiction regarding**

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**participation status of any UCA student-athlete.** Any student-athlete that is evaluated by a physician other than the UCA Team Physician must return to the athletic training room to acquire final clearance for participation in UCA Intercollegiate Athletics. If a student-athlete is under the care of a personal/family physician for an injury or illness and the physician's treatment precludes or alters activity in intercollegiate athletics, the student-athlete must provide, **in writing**, a release to reinstate the student-athlete to full participation. No student-athlete will be allowed to return to participation until the appropriate certified athletic trainer has received a release from the student athlete's personal physician. The UCA medical staff will make all final decisions regarding the treatment, rehabilitation and return to play of UCA student-athletes.

### **F. Medical Second Opinions**

If student-athletes or their parents desire a second opinion regarding an injury/illness, the UCA athletic training faculty/staff can assist in making arrangements to see another physician. There is a vast network of health care professionals in the Conway and Little Rock Arkansas area. If a student-athlete is evaluated by a physician or other health care professional and undergoes a diagnostic test **WITHOUT** prior written authorization or referral from the UCA medical staff, the student-athlete will be financially responsible for any and all medical bills incurred. **Second opinions are at the expense of the student-athletes and/or their parent(s)/guardian(s).** Once again, the UCA team physician and/or certified athletic trainer will make the final decision regarding medical readiness for all UCA student-athletes.

### **G. Medical Referral Policy**

Medical referral forms are documents the athletic training faculty/staff send with injured/ill student-athletes when they are referred to a health care provider. This document has important confidential information on it such as student-athlete's social security number, date of birth, diagnosis, insurance information, doctor's notes etc. The faculty/staff athletic trainer must initially fill out this document. The physician will then chart his diagnosis and any additional treatment or rehabilitation orders. The student-athlete is to bring this document back to the appropriate athletic training faculty/staff person. The certified athletic trainers will carry out the orders as directed by the Team Physician and place all documentation in the student-athlete's medical file. Student-athletes will not be allowed to return to activity until they provide the appropriate certified athletic trainer with the completed medical referral form. The physician's orders are vital information that the certified athletic trainers may use to decide on student-athlete readiness and return to play.

Please note the following when deciding on whether a student-athlete needs to see a physician for an injury/illness.

1. All physician referrals must be pre-approved by a certified athletic trainer. If a coach feels a student-athlete needs to see a doctor, this must be discussed with the certified athletic trainer with that sport. In the event a team does not have a certified athletic trainer working directly with them, this referral can be discussed with any faculty/staff athletic trainer. No coach is to refer a student-athlete to any healthcare provider without approval from a faculty/staff athletic trainer unless it is an emergency situation.

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2. A medical referral form must accompany each student-athlete to any medical appointments.
3. All medical referral forms **must include the athlete's primary insurance and UCA's secondary athletic insurance information**. If a student-athlete does not have primary insurance, UCA secondary athletic insurance will act as the primary insurance.

NOTE: Student-athletes with Health Maintenance Organization (HMO) or Preferred Provider Organization (PPO) insurance coverage must get pre-approval for services or procedures that will incur expenses (except for emergency treatment). The student-athlete's parents should be notified if surgery or costly diagnostic procedures are necessary. It is the responsibility of the student-athlete to notify the athletic training faculty/staff of any change to their medical insurance status.

4. When the prescribed treatment is available in the athletic training room, the student-athlete should be treated under the supervision of the athletic training faculty/staff. Treatment at other medical facilities must have prior approval from a UCA certified athletic trainer.
5. A certified athletic trainer must approve any miscellaneous medical expenses. (i.e. braces, orthotics, medication, etc.) Failure to notify the appropriate certified athletic trainer of these expenses may place financial burden on the student-athlete or the individual sport.

### **H. Transportation of Athletes for Medical Care**

At no time is an athletic training student allowed to transport an injured or ill student-athlete. Doing so places the University and the athletic training student at risk of liability. A full time UCA employee such as a coach, graduate assistant, police officer, or certified athletic trainer must transport the student-athlete. Severely injured/ill student-athletes should always be transported by ambulance. It will be the responsibility of the student-athletes to see that they have appropriate transportation for all doctor appointments, scheduled surgery and prescription pickup. Athletic training students will not be allowed to perform these duties.

### **I. Drug Testing Policy**

The Athletics Department, NCAA, and the Southland Conference believe in the promotion of good physical health and safety of all student-athletes. As a consequence, the Athletic Department's Substance Abuse and Education Program will consist of a two-fold process: (1) student-athlete education, and (2) illegal drug and substance abuse testing. The purpose of the educational program is to assist student-athletes by ensuring that they are well informed about illegal drugs, dietary supplements, and the abuse of legal drugs. The education program attempts to promote a healthy student-athlete lifestyle, as well as, a fair competitive environment. The purpose of the drug and substance abuse testing program is to deter the use of illegal drugs, and discourage the abuse of legal drugs and dietary supplements by student-athletes. The screening program involves periodic testing designed to identify those student-athletes who use any

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substance banned by UCA, the Southland Conference and NCAA. **Please refer to the complete policy on drug testing in the Appendix.**

### **J. Medication Policy**

1. Certified athletic trainers must approve the use of all over-the-counter (OTC) medications given to student-athletes and coaches. Athletic training students are not allowed to give out medications.
2. Any medication given out must be recorded along with the student-athlete's name, date, sport, and the dosage given on the chemical distribution form located in the medicine cabinet.
3. In the athletic training room the only medications given to student-athletes are OTC medications.
4. Under **NO** circumstances are certified athletic trainers and athletic training students to dispense prescription medication. Only team physicians are qualified to prescribe and dispense prescription medications.
5. Books on drugs and supplements are in the athletic training room if you would like to look up more information about an OTC or prescription drug.

### **K. Equipment Issue and Return**

Athletic training equipment such as neoprene sleeves, ankle braces, elastic wraps, etc. are given to those student-athletes with a medical need for the equipment. The release of equipment will be documented and signed by the student-athlete and the athletic trainer checking out the equipment. At the end of the sport season all equipment should be turned in within seven (7) days. The student-athlete is subject to grades being flagged or fines if equipment is lost, or not turned in.

### **L. Outside Medical Care and Financial Liability**

The University of Central Arkansas provides the best possible medical coverage for all student-athletes. UCA provides secondary medical insurance coverage for athletic injuries that have been reported and documented. **Injuries must clearly be a direct result of participation in a scheduled and organized practice/conditioning session or game/competition that is under the direct supervision of a representative of the UCA Athletic Department.**

In the event of an athletic injury:

1. The athlete must report to a certified athletic trainer within seven (7) days from the occurrence of an athletic injury. If the injury is not reported, UCA may not be held financially responsible for the cost of providing definitive care for the injury. Athletic injuries may include, but are not limited to trauma to bone, joint, muscle, teeth etc.
2. All student-athletes are expected to report for daily treatment of injuries as directed by the certified athletic trainer. If requested, coaches can be provided an injury report identifying student-athletes that have received care and those student-athletes that have not reported for required treatment. Student-athletes who do not comply with the treatment plan prolong their condition and increase the likelihood of complications to their injury. It is not the responsibility of the certified athletic trainer to discipline a student-athlete for non-compliance with treatment or

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rehabilitation. However, the certified athletic trainer may choose to remove a student-athlete from participation if said participation could cause further harm.

3. If an injury is significant enough to require **medical referral**:
  - a. Student-athletes will be required to get a signed medical referral form from the UCA certified athletic trainer. This form must be taken to the attending physician, completed and signed by the physician, and returned to the certified athletic trainer. In the case of an emergency the athletic trainer will handle the required initial documentation.
  - b. UCA athletes requiring any special services including, but not limited to: medication, MRI, braces, outside treatment, second opinion, or surgery must return to the athletic training faculty/staff to get a signed form for each special need. Coaches and student-athletes are not to make this decision. A UCA athletic trainer or team physician must first approve additional diagnostic tests, medication, etc.
  - c. All student-athletes under the care of a physician for an injury are expected to attend treatments and rehabilitation as prescribed. Failure of a student-athlete to comply with treatment or rehabilitation plans will be reported to the coach.
  - d. Student-athletes seeking medical care on their own without prior notification by a UCA certified athletic trainer may be denied secondary insurance coverage for the expenses incurred. Student-athletes must provide a detailed written report if they are evaluated by a doctor other than a designated UCA physician. The UCA team physician may also have to provide medical clearance before the student-athlete can return to sport activity. In the written report from a non-UCA physician, orders/directions regarding any follow-up care must be provided.
4. Non-athletic related injuries:

Student-athletes will be referred to a physician or the UCA student health service if an injury/illness is not athletic related. Students must take a UCA medical referral form with them and return a copy of the completed form to the appropriate certified athletic trainer. This will be required before a certified athletic trainer initiates any treatment or rehabilitation. UCA athletic secondary insurance does not cover non-athletic related injuries.
5. UCA graduates and former student-athletes:

Follow-up care of athletic injuries after an athlete graduates or discontinues participation must be approved and arranged by the Head Athletic Trainer.

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**III. UCA INTERCOLLEGIATE ATHLETICS MEDICAL INSURANCE POLICIES**

**A. Insurance And Athletic Injury Claims Process:**

1. In the event a student-athlete sustains an injury that requires medical attention, the certified athletic trainer working with that student-athlete will complete the secondary insurance claim form. Claims are only filed on injuries or illnesses related to athletic participation. The claim will then be mailed or faxed to the UCA Intercollegiate Athletics secondary insurance company.
2. It will be the UCA Insurance Claims Coordinator's responsibility to see that all bills and explanations of benefits (EOB) are collected and appropriately filed.
3. The UCA Intercollegiate Athletics Secondary Insurance Claims Coordinator will communicate with the primary insurance company for the student-athlete and all medical providers that provided care to the student-athlete. It is the Claims Coordinator's responsibility to see that all medical bills that should be covered by secondary insurance are paid in a timely manner.
4. The UCA insurance Claims Coordinator will provide the athletic training faculty/staff with a monthly report on student-athletes' claims that need to be paid. This is approved by the certified athletic training faculty/staff and then given to the athletic secretary for processing of unpaid bills.

**B. Scholarship Student-Athletes Without Primary Insurance**

1. When a student-athlete does not have insurance under his/her self or family, the UCA athletic insurance becomes the primary insurance.
2. For non-athletic related injuries, it is at the discretion of the student-athlete's head coach as to whether the bills are paid by the sport budget or if they are the responsibility of the student-athlete.

**C. Non-scholarship Student-Athletes Without Primary Insurance**

Non-scholarship student-athletes without primary insurance **must purchase and show proof of primary insurance before participating in any activities.** It is the responsibility of the student-athlete to acquire this insurance and show proof prior to any UCA athletic activity. This insurance must be kept by student-athletes for the entire school year or as long as they are participating in UCA athletics. Minimum requirements for this primary insurance are as follows:

- Maximum deductible of \$1,500.00
- Co-insurance no less than 70%

**D. Insurance Payments For Athletic Injuries:**

1. Student-athletes with family or personal health insurance are responsible for submitting all claims to their primary insurance company for payment of allowable charges. It is the responsibility of the student-athlete to handle any primary insurance requirements and to follow up with their primary insurance on any bills. Student-athletes are required to submit any unpaid portion of medical expenses and any explanation of benefits (EOB) provided by their primary insurance to the appropriate UCA certified athletic trainer. At that time the medical expenses will be filed with the UCA Intercollegiate Athletics secondary insurance company.

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2. Student-athletes that do not have any primary health insurance must ensure that all bills and medical expenses are submitted to the appropriate UCA certified athletic trainer.
3. Failure to comply with the above steps could mean that bills go without being paid and can be turned over to collection agencies by the medical providers. This action can cause student-athletes and/or parents credit rating to be placed in jeopardy.

### **E. Restricted Insurance Policy Per Provider**

If a student-athlete's primary insurance is a restricted insurance policy with designated providers (e.g. HMO, PPO), student-athletes are strongly encouraged to change the primary care physician (PCP) to a UCA Team Physician or to a local physician. This will allow the student-athlete to have quicker access to care within a network of physicians in the Conway Arkansas area. A UCA certified athletic trainer can assist with this process.

### **F. Compliance With Insurance Company Requests**

It is the student-athletes and parents responsibility to understand the conditions that apply to their medical insurance policy and comply with any requests from their primary insurance company. Any delinquent bills resulting in bad credit due to non-compliance with the insurance company's requests will be the responsibility of the student-athletes and their parents/legal guardian. In the event that a student-athlete or a parent receives payment/reimbursement directly from the insurance company for an athletic-related injury/illness claim, **until such time as the provider receives payment, the full account balance becomes the responsibility of the student-athlete or the parent.**

### **G. Medical Bills**

When a student-athlete or parent receives a bill/statement for an injury/illness that occurred as a direct result of participation in intercollegiate athletics at UCA, the student-athlete or parent must submit the bill (HCFA 1500) to the appropriate certified athletic trainer within **20 business days** of receipt. Bills received after 20 business days will be the responsibility of the student-athlete or the parent.

#### **Submit all correspondence to:**

University of Central Arkansas  
Athletic Training  
Prince Center Rm 133  
Conway, AR 72032

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### H. Exclusions and Limitations for UCA Intercollegiate Athletics Secondary Insurance

UCA Athletics Department's secondary medical insurance policy does **NOT** apply to any of the following situations. This list is not all-inclusive.

1. Injuries/illnesses that are not the direct result of participation in intercollegiate athletics during the dates of the primary competitive season and designated off-season activities as approved by the Director of Athletics and in accordance with NCAA regulations.
2. Experimental procedures
3. Cosmetic surgery or procedures, unless directly related to an athletics injury.
4. Hospital room and board charges in excess of the semi-private room rate unless hospitalized in an intensive care unit.
5. Injuries/illnesses that are a result of intramural, club sports and recreational activities (non-intercollegiate activities), as well as, training/conditioning activities that occur outside the primary competitive season and designated off-season periods.
6. Injuries/illnesses that are recurrences of old injuries/illnesses that were sustained before participation in the intercollegiate sports program without prior physician clearance.
7. Any tests / consultations needed to gain approval for participation in the intercollegiate athletic program.
8. Expenses for athletic injuries incurred after completion of the student-athlete's intercollegiate athletic eligibility.
9. Medical expenses beyond the limitations and exclusions of, or not covered by the UCA Intercollegiate Athletics Department insurance policy.

The importance of having some form of personal health insurance coverage cannot be overemphasized. Medical bills resulting from the aforementioned activities will be submitted to the student-athlete's primary medical insurance. **Any unpaid balances are the responsibility of the student-athlete or the parent.** The master policy on file at the University contains all the provisions, limitations, exclusions, and qualifications of the UCA Intercollegiate Athletics Department's insurance policy, some of which may not be included in this information unless UCA is self-insured. If any discrepancy exists between this information and the policy, the master policy will govern and control the payment of benefits.

## IV. MEDICAL COVERAGE POLICIES

### A. Medical Policy Statement

Priority for medical coverage is based upon risk of injury, in-season vs. out-of-season and the availability of a UCA certified athletic trainer. It is necessary that attention be given to student-athletes of all sports whether they are out-of-season, pre-season, or in-season. Sports that are in-season have priority during all pre-practice preparation periods. Athletic training students cannot cover practices, conditioning, or the athletic training room without direct supervision by a certified athletic trainer. In many instances athletic training students will accompany certified athletic trainers in the athletic training rooms and at practices and game events.

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### **B. In-Season ATC Coverage**

The Head Athletic Trainer will assign a certified athletic trainer to volleyball, soccer, football, basketball, softball, baseball and track. Due to overlapping seasons, the certified athletic trainer(s) will finish fall sport responsibilities before beginning winter sport responsibilities, and winter sport responsibilities before spring sport responsibilities. Play-off and championship participation is also considered when determining medical coverage. In the event two sports are in-season at the same time the athletic training faculty/staff will make every attempt to meet the needs of each team for pre-practice preparation, treatments, rehabilitation etc.

### **C. Out-of-Season ATC Coverage For Competitions**

The athletic training faculty/staff will make every effort to provide a certified athletic trainer for all on-campus UCA competitions. In the event that a UCA certified athletic trainer is not able to provide medical coverage, the athletic training faculty/staff will make every attempt to contract with a certified athletic trainer from a local sports medicine clinic in the surrounding Conway area to cover the event. The cost of contracting a certified athletic trainer will be the responsibility of the individual sport. It is the responsibility of the UCA head coach to provide game and practice schedules as soon as possible. Also, coaches must notify the Head Athletic Trainer a minimum two weeks prior to any home competition or activity that they would like medical coverage. Failure to comply could result in that event not having appropriate medical coverage.

### **D. UCA Coaches Responsibility**

Communication is the single most important factor in the relationship between coaches and the athletic training faculty. Athletic trainers strive to keep coaches informed on the status of their student-athletes in a timely manner. The following information will be very helpful in providing expedient care for all student-athletes:

1. A team roster in advance of the pre-participation physicals and first practice.
2. Prompt notification of any changes or additions to the team roster
3. A practice and game schedule as soon as possible.
4. Prompt notification of changes in practice times, scheduled competitions and any team activity that you expect the certified athletic trainer to be present.

Taking the following measures will also help in providing prompt care:

5. Prohibiting any student-athlete from participating without medical clearance by the athletic training department. The coach will be responsible for liability actions if a student-athlete is allowed to participate without full medical clearance.
6. Directing student-athletes whose health, safety, or welfare is in question to the appropriate certified athletic trainer immediately. In addition, the appropriate certified athletic trainer must be notified of any injuries/illnesses.
7. Encouraging injured student-athletes to adhere to scheduled Athletic Training Room hours and physician appointments (Evaluations, treatment, rehabilitation and follow-up appointments).
8. Supporting and following the athletic training policies and procedures involving the operation of the athletic training facilities and care of all student-athletes.

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### **E. Team Travel**

#### Certified Athletic Trainer:

The certified athletic trainer assigned to a sport will travel to all in-season competitions. The cost of the certified athletic trainers travel will be the responsibility of the individual team.

#### Athletic Training Students:

The University of Central Arkansas is responsible for providing a complete educational experience for the athletic training students. ATEP faculty request that coaches assist in helping provide an excellent clinical education experience for athletic training students. Please allow the athletic training student the opportunity to travel to away events when feasible. The certified athletic trainer will assign the students and will communicate with head coaches on athletic training student travel. The ATEP faculty understands that there are budget constraints but would appreciate any cooperation that coaches can provide.

### **F. Procedures for Handling An Injury/Illness While Traveling**

When injured student-athletes require hospitalization or a lengthy emergency room visit at an away event, the certified athletic trainer or coach will determine who will stay with the injured student-athlete. The decision will be based on what is best for the injured/ill student-athlete's health. In many situations, an assistant coach will stay with the student-athlete so that the certified athletic trainer will be able to remain with the team. In the event that an additional certified athletic trainer is available, that person will be the designated person to stay with the student-athlete.

## **V. SUMMER CAMP MEDICAL COVERAGE**

UCA certified athletic trainers in many circumstances will not be available for summer camps due to teaching responsibilities, continuing education, and professional development requirements. However, the athletic training faculty will make every effort to assist coaches with securing qualified individuals to help with summer camp medical coverage.

The following procedures were developed to ensure that all parties involved have a clear understanding of the agreement.

### **A. Advanced Notification**

The coach must notify the Head Athletic Trainer on summer camp dates by April 1. This will allow appropriate time to help coaches arrange for medical coverage including: notifying athletic training students, and if needed, contacting other certified athletic trainers.

### **B. Salary**

Compensation for summer camp medical coverage will be discussed and agreed upon PRIOR to the start of the camp.

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### **C. Athletic Training Student Role**

Athletic training students may be available for summer camps. All ATEP students are certified professional rescuers. They can assist with camp set-up and other non-medical responsibilities that both parties agree upon prior to the camp. Transportation of injured or ill athletes is NOT the responsibility of the athletic training student or certified athletic trainer. The medical staff will NOT provide medications to campers or coaches.

### **D. Supplies and Services**

1. UCA Athletic Training Services will provide basic medical supplies for the care of campers. These supplies include tape, pre-wrap, and basic first aid items. If the request for ankle taping or supplies becomes excessive then the camp sponsor will be asked to reimburse the athletic training budget.
2. Every attempt will be made to provide water coolers for summer camps. The camp sponsor must provide cups and water bottles. It is recommended that coaches encourage campers to bring their own water bottle. In the event that no medical coverage is provided, every attempt will be made to provide supplies and coolers for the camp if requested in a timely manner.

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**VI. APPENDICES**

**A. GENERAL EMERGENCY ACTION PLAN**

**EMERGENCY MEDICAL PROCEDURES**

Major medical emergencies do not occur at athletic practices or competitions as often as many are led to believe, BUT THEY CAN AND DO OCCUR. Therefore, the personnel in charge of conducting athletic practices and interscholastic or intercollegiate competitions must BE PREPARED FOR ANYTHING AND EVERYTHING. Planning ahead for uncommon major medical emergencies involves preparation in seven major areas: Medical Coverage Staff and responsibilities, Support Personnel, External Support Personnel, Communication, Equipment, and Follow-up.

PLEASE NOTE: The Athletic Training Department has complete authority over allowing an athlete to participate in intercollegiate athletics. We work under the direct supervision of our Team Physician(s). The athlete must be a full-time student at the University of Central Arkansas and must be cleared by our department prior to participation. Should any injury occur, we reserve the right to hold an athlete from participation if we feel it is in the best interest of the student-athlete.

**Medical Coverage Personnel and Responsibilities**

*Sports Medicine Team*

1. Team Physician(s):

Family Practitioners:

Banister-Lieblong Clinic	501-329-3824
Dr. John Smith	
Dr. David Naylor	

Team Orthopaedist:

Conway Orthopaedics	501-329-1510
Dr. Tom Roberts	

Optometrist:

Dr. Charles Todd	501-329-6859
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Dentists:

Dr. Terry Fiddler	501-327-7778
Dr. Matt Fulmer	

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Ear, Nose, & Throat Specialist:  
Dr. Jeffrey Kirsch

501-936-7601

2. Head Athletic Trainer  
David Strickland, MS, ATC, LAT, CSCS  
Sport Responsibility: Football, Cheerleading, Dance Team  
OFFICE: 501- 450-5089 (am); 501- 450-3362 (pm)  
HOME: 501- 450-0067  
CELL: 501- 908-2052  
E-MAIL: [strick@uca.edu](mailto:strick@uca.edu)
  
3. Assistant Athletic Trainer / Academic Clinical Coordinator  
Steve Hornor, MA, ATC, LAT  
Sport Responsibility: Volleyball, Tennis, Golf  
OFFICE: 501- 450-5106 (am); 501- 450-5723 (pm)  
HOME: N/A  
CELL: 501-470-6012  
E-MAIL: [shornor@uca.edu](mailto:shornor@uca.edu)
  
4. Assistant Athletic Trainer  
Allen Crawford, MS, ATC, LAT  
Sport Responsibility: Women Soccer, Softball  
OFFICE: 501-450-3214  
HOME: N/A  
CELL: 501-766-4251  
E-MAIL: [acrawford@uca.edu](mailto:acrawford@uca.edu)
  
5. Assistant Athletic Trainer  
Tom Monagan, MS, ATC, LAT  
Sport Responsibility: Football, Men's Basketball, Tennis  
OFFICE: 501-852-7749  
HOME: N/A  
CELL: 814-490-2757  
EMAIL: [tmonagan@uca.edu](mailto:tmonagan@uca.edu)
  
6. Assistant Athletic Trainer  
Dominic Moreno, M.Ed, ATC, LAT  
Sport Responsibility: Men's Soccer, Baseball  
OFFICE: 501-852-7748  
HOME: N/A  
CELL: 501-428-6060  
EMAIL: [dmoreno@uca.edu](mailto:dmoreno@uca.edu)

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7. Assistant Athletic Trainer  
Nicole Reimers, MS, ATC, LAT  
Sport Responsibility: Women's Basketball, Cross-Country,  
Track & Field  
OFFICE: TBA  
HOME: N/A  
CELL: TBA  
EMAIL: [nreimers@uca.edu](mailto:nreimers@uca.edu)
  
8. Graduate Assistant Athletic Trainer  
Josh Smallwood, ATC, LAT  
Sport Responsibility: Cross-Country, Track & Field  
OFFICE: 501-450-5723  
HOME: N/A  
CELL: 276-732-1393  
E-MAIL: TBA
  
9. Graduate Assistant Athletic Trainer  
Emily Yates  
Sport Responsibility: Volleyball, Track & Field  
OFFICE: 501-450-5723  
HOME: N/A  
CELL: 417-838-6273  
EMAIL: TBA
  
10. Director of Athletic Training Education  
Ellen Epping, MA, ATC, LAT  
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# University of Central Arkansas

## Athletic Training Policy and Procedures

### *Medical Coverage Personnel Responsibilities*

The total emergency medical procedure should be thought out, planned, and practiced prior to athletic practice or competition. The chain of command is vital and open coordination and communication within this chain is essential.

### Medical Coverage Chain of Command

The athletic training staff will always act as primary care givers at the site of injury or accident (when on-site) and would manage the situation according to the following rank:

1. Team Physician
2. Head Athletic Trainer
3. Faculty Certified Athletic Trainer
4. Graduate Assistant Athletic Trainer

In the event that a certified athletic trainer is not on-site at the time of injury the following chain of command would be used:

1. Head Coach
2. Assistant Coach
3. Graduate Assistant Coach
4. Student Manager
5. Fellow Student-Athlete

The welfare of the injured athlete is always first and foremost, therefore immediate care in some form is vital and by no means should care wait to be undertaken until a certified athletic trainer arrives on the scene. Proceed as judgment dictates until help arrives.

If a severe medical emergency occurs while a certified athletic trainer is not present, immediately call 911 to activate the emergency medical system, and then call the head athletic trainer to notify him of the situation.

### Emergency Medical Care Responsibilities

1. Provide immediate direct medical care during practices and games to any injured UCA athlete and activate the emergency action plan if catastrophic incident occurs.
2. Assist with scene management during an emergency medical event including coordinating with EMS, fire, and police as appropriate.
3. Direction of EMS to scene.
4. Make return to play decisions for UCA injured athletes based upon physician orders and/or current standards of practice.
5. Serve as a liaison between visiting certified athletic trainers and UCA's medical resources.
6. Serve as a medical care provider to visiting teams traveling without a certified athletic trainer including return to play decisions.
7. Make referral decision concerning injured athletes.

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8. Communicate with other healthcare organizations providing direct care to the injured athlete.

### **Support Personnel**

There are many roles needing to be filled during an emergency involving an injured athlete. Support personnel such as administrators, coaches, and officials/referees will have the following responsibilities during this type of incident:

1. Athletics Director
  - Notifies or is notified by the head athletic trainer of a catastrophic injury.
  - Coordinates the notification of parents/guardians if notification has not been made. Notification responsibilities may be delegated to head coach of sport, head athletic trainer, counseling center, or student services.
  - Notifies University President.
  
  - Notifies or delegates notification of legal counsel concerning catastrophic injury.
  - Notifies senior athletic staff as appropriate.
  - Notifies NCAA faculty representative.
  - In event that the catastrophic incident is nonathletic, the athletics director notifies the head coach of the sport.
  - In the event of an athlete death, responsible for implementing UCA's *Guidelines for Responding to a Students Death* (see Appendix A)
  
2. Senior Assistant Athletics Director
  - Enacts any catastrophic injury procedures for the university
  - Notifies legal counsel
  - Notifies other assistant athletic directors and compliance officer
  - Notifies university spokesperson
  - Notifies Dean of Student Affairs
  - Coordinates media plan with sports information director, athletics director, head athletic trainer, head coach, and university spokesperson. *No release of information can be made until parents/guardians have been notified.*
  
3. Assistant Athletics Director
  - Assist athletics director and senior athletics director as needed.
  - Notifies UCA Counseling center and coordinates counseling needs for injured athletes and others in need

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4. Game Officials
  - Assist in keeping the area around the injured athlete clear of individuals not directly involved in the injury management process

**External Support Personnel**

1. UCA Police Department (450-3111 – non emergency)
  - Crowd Control
  - Assist in transportation of minor injured athlete and/or family in special circumstances
  - Implement AED use for sudden cardiac arrest emergencies
2. MEMS (327-0968 – non emergency)
  - Injured athlete care is transferred to MEMS
  - Transportation

**Communication**

1. Who is directly in charge of handling, IMMEDIATELY, the medical emergency?

Check the chain of command...See above.

2. How can the person in charge obtain immediate knowledgeable assistance (manpower and supplies)?

- Practice:
1. By phone
  2. By cellular phone
  3. By pay phone
  4. By two-way radio

Game: At Home: Should have help in attendance  
(athletic training staff, EMS [FB Games only])

On Road: Home team's person in charge

*Emergency Phone Numbers*

Emergency 911

Ambulance Service: MEMS Dispatch 800-236-8316  
(Non-Emergencies)

Conway Regional Medical Center Emergency Room 501- 450-2177

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Pharmacies:

The Medicine Shoppe	501- 329-3777
Corner Drug	501- 329-3884
Walgreen Drug Store	501- 327-4887

*Emergency Call Procedure*

- What to say:
1. Identify yourself (name and affiliation with college)
  2. Briefly explain situation (ie: unconscious athlete, breathing)
  3. Explain purpose of call (ie: ambulance needed)
  4. Explain location (address/ landmarks)
  5. Answer questions addressed to you
  6. **HANG UP LAST!!**

Where am I?	Nearest phone:
Prince Center (Bruce Street)	ATEP offices or VB Coach
Office	
Farris Center (Bruce Street)	Farris Athletic Training
Clinic	
Estes Stadium (Bruce Street)	Estes Athletic Training Clinic
Farris Field Complex (Donaghey Street)	Softball Field pay phone
Tennis Courts	Pay phone near bathrooms
Baseball Field (Bruce Street behind Farris)	Farris Athletic Training
Clinic	
HPER Center (Farris Road)	Front Desk

*Emergency signals*

- |  |                    |
|--|--------------------|
| 1. Arm held up with hand in a fist:                          | Vacuum splints     |
| 2. Arms outstretched with palms up:                          | Spine board        |
| 3. Hands sign of pyramid above head                          | Ambulance          |
| 4. Fingers in sign of a cross above head                     | Doctor             |
| 5. <u>Both</u> arms held up with <u>both</u> hands in a fist | Emergency Care Bag |

**Equipment**

1. Immediate emergency supplies:
  - a. Vacuum or rigid splints – at area of most activities
  - b. Spineboard – at area of most activities
  - c. Cervical collars – in vacuum splint bags
  - d. CPR masks – on individual athletic trainers
  - e. Trainers’ Angel or FM Extractor – on individual athletic trainers
  - f. Fully stocked first aid kits – at area of activity
  - g. Fully stocked fanny packs – at area of activity as needed by individual athletic trainers
  - h. Emergency Care Bag (AED, oxygen, etc.)

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2. Secondary emergency supplies:
  - a. Crutches
  - b. Arm Sling
  - c. Ice and ice bags
  - d. Elastic wraps
  - e. Knee immobilizers

**Transportation**

1. How will the injured athlete be transported to the hospital in an emergency?
  - a. Ambulance – all of the time in an emergency with unstable athlete
    - Dedicated Ambulance is on site for football games
    - Undedicated Ambulance is requested for men and women soccer games
    - Ambulance may be coordinated on site for special events/sports (regional tournaments, major tournaments, etc)
    - When Ambulance is on site, there should be a designated location with rapid access to the site and a cleared route for entering/exiting the venue.
  - b. Private Vehicle – if non-emergency and athlete is stable
2. Who will go with the injured athlete?
  - a. Parent, teammate, or coach
  - c. Representative of home team
  - d. Nobody, just their referral and insurance information

**Follow-up**

1. Appropriate documentation must be completed (injury report, official university incident report, etc.)
2. Certified athletic trainer should check on the athlete at the hospital to see if further assistance is needed.
3. Athletic training staff should be debriefed
4. Emergency Action Plan will be reviewed

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**General Emergency Action Plan**

This plan is designed to be implemented anytime an athlete is injured.

- I. All injuries must be:
  - A. Evaluated or consulted with a certified athletic trainer, who will make the decision on care and participation status until a Physician can be consulted. Due to liability concerns the team Physician's decision on participation will be final.
  - B. Discussed between a certified athletic trainer and the head coach or designee (as allowed by HIPAA).
  - C. Under advisement of the University of Central Arkansas' consulting Physician.
  
- II. All injuries must be documented by:
  - A. Completion of the appropriate injury report.
  - B. Students going to a Physician other than the Emergency Room must have a medical referral from a certified athletic trainer.
  - C. Students going to the UCA Student Health Services must also have a medical referral from the certified athletic trainer.
  
- III. Absence of a Certified Athletic Trainer:
  - A. The athletic training staff will always act as primary consultants or care givers at the site of an athletic injury or accident (when on-site) and would manage the situation according to the chain of command.
  - B. In the event that an athletic trainer is not on-site at the time of injury the following chain of command would be used:
    1. Head Coach
    2. Assistant Coach
    3. Graduate Assistant Coach
    4. Student Coach
    5. Student Manager
    6. Fellow Student Athlete
  - C. The welfare of the injured athlete is always first and foremost, therefore immediate care in some form is vital and by no means should care wait to be undertaken until a certified athletic trainer arrives on the scene. Proceed as judgment dictates until help arrives.
  - D. Request EMS as needed.
  - E. Contact a certified athletic trainer for instructions.
  - F. Assist athlete within your knowledge base.
  - G. Document everything that happens.
  
- IV. Protocols:
  - A. Minor injuries: Grade 1 sprains and strains, superficial lacerations, nose

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bleeds, contusions, heat cramps, etc.

1. Evaluate injury.
2. Treat injuries appropriately. Use universal precautions for body fluid contact.
3. Decision to be made on continued participation.
4. Consultation with a certified athletic trainer as soon as feasible.
5. Document actions.

B. Moderate injuries: Grade 2 and 3 sprains and strains, head injuries, heat exhaustion, deep lacerations, etc.

1. Evaluate injury.
2. Treat injuries appropriately. Use universal precautions for body fluid contact.
3. Notify a certified athletic trainer as soon as possible.
4. Emergency room intervention should be considered.
5. Document actions.

C. Major injuries: Fractures (open or closed), dislocations, neck injuries, unconscious athlete, heat stroke, arterial lacerations, etc.

1. Check ABC's – Perform primary survey.
2. Dial 911 and notify a certified athletic trainer immediately.  
\*\*See emergency call procedure for dialing 911\*\*
3. Treat any life-threatening injuries.
4. Perform secondary survey.
5. Treat injuries appropriately. Use universal precautions for body fluid contact.
6. Have insurance and medical release forms available.
7. Document actions.

D. Spine injury: adopted from the *NATA Spine Task Force*, May 30-31, 1998

1. Any athlete that is suspected of having a spinal injury should not be moved and should be managed as though a spinal injury exists.
2. Assess ABC's, neurological status, and level of consciousness
3. The athlete should not be moved unless absolutely essential to maintain ABC's.
4. When moving a suspected spine injured athlete, the head and trunk should be moved as a unit. One accepted technique is to manually splint the head to the trunk with in-line stabilization.
5. Activate EMS.

V. Miscellaneous

A. All providers of prehospital care should practice and be competent in the skills identified in these guidelines for implementation in an emergency situation.

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- B. What the coach needs to know:
  - 1. CPR
  - 2. Basic first aid
  - 3. Emergency Call Procedures
  - 4. Emergency Action Plan
  
- C. Do's and Don'ts
  - 1. Do's
    - a. Take the situation into hand with confidence
    - b. Stay calm
    - c. Be prepared for the worst
    - d. Stay within your knowledge base
  - 2. Don't
    - a. Straddle the athlete
    - b. Step over the athlete
    - c. Carry equipment over the athlete
    - d. Run all the way to the athlete
    - e. Panic at any time during care

It is important that you are familiar with the procedures for using the emergency equipment. A team effort is needed to accomplish the care and transport of the injured athlete. Be patient when dealing with the athlete. Listen to the needs of the athlete and apply the care required for the injury.

Documentation is an absolute must for the injured athlete. All injuries must be documented. If you are on an away trip, write the pertinent information down and record on the appropriate injury form when you get back to Conway.

If you have any questions about these procedures, please ask a member of the certified athletic training staff.

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**1. FOOTBALL PRACTICE FIELD**

**Emergency Personnel**

- § Certified Athletic Trainer(s)
- § Athletic training students
- § Coaching Staff

**Emergency Communication:**

- § Land lines telephone located in:
  - Estes Stadium lobby: (501) 450-3153
  - Estes Stadium Athletic Training Room (Rm 115): 501-450-3362
  - Farris Center Athletic Training room (Rm 109): (501) 450-5723
- § Certified athletic trainer(s) carry two-way radios and personal cellular telephones
- § UCA Police Department: (501) 450-3111 (non-emergency)
- § Emergency: 911

**Emergency Equipment:**

Located on the sideline adjacent to the north side of the Pepsi America Center  
Athletic training kit

- § CPR shield
- § Vacuum splint bag
- § Spine board with head immobilizer and straps
- § Crutches
- § Biohazard container
- § Towels
- § Golf cart or other mode of transportation

**Role of First Responders:**

1. Immediate care of the injured or ill student-athlete
2. Emergency equipment retrieval
3. Activation of Emergency Medical System (EMS)
  1. Call 911 (provide name, address, telephone number, number of individuals injured, condition of injured individual(s), first aid treatment, specific directions, and other information that may be requested).
4. Direction of EMS to scene
  1. Open appropriate gates/doors.
  2. Designate individual to “flag down” and direct EMS to the scene
  3. Scene Control: limit scene to first aid providers and move bystanders away from the area (UCA PD and game officials can assist).

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**Venue Directions:**

- § Football practice field is located between Bruce St. and the Pepsi Center.
- § From North Farris Road
  1. At the intersection of Farris Road and Bruce Street turn right onto Bruce Street.
  2. Travel east on Bruce street and make the first right into the Estes Stadium parking lot.
  3. Continue south in the parking lot until the football practice field is reached.
- § From North Donaghey Avenue
  1. At the intersection of North Donaghey Avenue and Bruce Street turn left on Bruce Street.
  2. Travel west on Bruce Street until Estes Stadium is reached, turn left into the parking lot.
  3. Continue south in the parking lot until the football practice field is reached.

**Venue Concerns:**

- § After normal business the outside doors to Estes Stadium are locked. Therefore, keys will have to be obtained from the coaching or athletic training staff to gain access to the building.
- § There is an entrance off the parking lot to the east of the field that will provide EMS access to the field.

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**2. ESTES STADIUM FOOTBAL GAME FIELD**

**Emergency Personnel**

- § Certified Athletic Trainer(s)
- § Athletic training students
- § Coaching Staff

**Emergency Communication:**

- § Land lines telephone located in:
  - Estes Stadium lobby: (501) 450-3153
  - Estes Stadium Athletic Training Room (Rm 115): 501-450-3362
  - Farris Center Athletic Training room (Rm 109): (501) 450-5723
- § Certified athletic trainer(s) carry two-way radios and personal cellular telephones
- § UCA Police Department: (501) 450-3111 (non-emergency)
- § Emergency: 911

**Emergency Equipment:**

- Located on the home sideline
  - § Athletic training kit
  - § CPR shield
  - § Vacuum splint bag
  - § Spine board with head immobilizer and straps
  - § Crutches
  - § Biohazard container
  - § Towels
  - § Golf cart or other mode of transportation

**MEMS Unit on Home Sideline (northwest side of field):**

MEMS will carry all advanced life support including but not limited to:  
AED, Oxygen, oral/nasal airway, etc.

**Role of First Responders:**

3. Immediate care of the injured or ill student-athlete
4. Emergency equipment retrieval
3. Activation of Emergency Medical System (EMS)
  1. Call 911 (provide name, address, telephone number, number of individuals injured, condition of injured individual(s), first aid treatment , specific directions, and other information that may be requested).
4. Direction of EMS to scene
  1. Open appropriate gates/doors.
  2. Designate individual to “flag down” and direct EMS to the scene

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3. Scene Control: limit scene to first aid providers and move bystanders away from the area (UCA PD and game officials can assist).

**Venue Directions:**

- § Football game field is located on Bruce street, across from Farris Center.
- § From North Farris Road
  4. At the intersection of Farris Road and Bruce Street turn right onto Bruce Street.
  5. Travel east on Bruce street and make the first right into the Estes Stadium parking lot.
  6. Continue south in the parking lot until the football game field is reached.
- § From North Donaghey Avenue
  4. At the intersection of North Donaghey Avenue and Bruce Street turn left on Bruce Street.
  5. Travel west on Bruce Street until Estes Stadium is reached, turn left into the parking lot.
  6. Continue south in the parking lot until the football game field is reached.

**Venue Concerns:**

- § A UCA Police officer will be near all gate access.
- § During times when the Band needs access to the field they often enter and leave the field in the same entrance that MEMS unit is parked. The MEMS ambulance may need to be moved to allow UCA BAND access to the field.
- § There is an entrance off the parking lot to the east of the field that will provide EMS access to the field.

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**3. ESTES STADIUM WEIGHT ROOM**

**Emergency Personnel:**

- § Strength Coach
- § Coach for specific sport
- § Certified athletic trainer or athletic training students may be present in the Estes Stadium Athletic Training Room

**Emergency Communication:**

- § Estes Stadium Weight Room (Rm. 113): (501) 450-3153
- § Estes Athletic Training Room (Rm. 115): (501) 450-3362
- § Farris Center Athletic Training room (Rm. 109):  
(501) 450-5723
- § UCA Police Department: (501) 450-3111 (non-emergency)
- § Emergency: 911

**Emergency Equipment:**

- § The following equipment may be available through the Estes Stadium Athletic Training staff:
  1. Athletic training kit
  2. CPR shield
  3. Crutches
  4. Spineboard with head immobilizer and straps
  5. Cervical collars
  6. Vacuum splint bag
  7. Biohazard container
  8. Various First aid supplies

**Role of First Responder:**

5. Immediate care of the injured or ill student-athlete
6. Emergency equipment retrieval
3. Activation of Emergency Medical System (EMS)
  1. Call 911 (provide name, address, telephone number, number of individuals injured, condition of injured individual(s), first aid treatment, specific directions, and other information that may be requested).
4. Direction of EMS to scene
  1. Open appropriate gates/doors.
  2. Designate individual to “flag down” and direct EMS to the scene
  3. Scene Control: limit scene to first aid providers and move bystanders away from the area (UCA PD can assist).

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**Venue Directions:**

- § Estes Stadium is located in the parking lot between the Estes Football field and the UCA Football practice field/Pepsi America Building.
- § From Farris Road (West of Estes Stadium)
1. Turn right on Bruce Street at the intersection of Farris Road and Bruce Street.
  2. Turn right into Estes Stadium parking lot.
  3. Travel south in the parking lot to the south end of Estes Stadium.
  4. Enter the building through the southwest entrance which is near south ticket window.
  5. After entering building through double doors, turn left immediately, and then turn at the next immediate right.
  6. The Estes Stadium Weight Room is located at the second entrance on the right.
- § From North Donaghey Avenue
1. At the intersection of Donaghey Avenue and Bruce Street turn left onto Bruce Street.
  2. Continue west on Bruce Street on until the Estes Stadium is reached, turn left into the Estes Stadium parking lot.
  3. Continue south in the parking lot.
  4. Enter the building through the southwest entrance which is near south ticket window.
  5. After entering building through double doors, turn left immediately, and then make the next immediate right.
  6. The Estes Stadium Weight Room is located at the second entrance on the right.

**Venue Concerns:**

- § Access to this parking lot may be limited during a time of an athletic event; extreme care must be taken when EMS is attempting to enter. During normal business hours an administrative assistant is present in the Estes Stadium lobby; this person can be utilized for any assistance that may

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**4. ESTES ATHLETIC TRAINING ROOM**

**Emergency Personnel:**

- § Certified Athletic Trainer(s)
- § Athletic Training Students

**Emergency Communication:**

- § Estes Stadium Athletic Training Room office phone (Rm 115): (501) 450-3362 or (501) 450-5738
- § Farris Center Athletic Training room (Rm 109): (501) 450-5723
- § Certified Athletic Trainers will carry two-way radio and personal cellular phone
- § UCA Police Department: (501) 450-3111 (non-emergency)
- § Emergency: 911

**Emergency Equipment:**

- § Athletic Training Kit
- § CPR shield
- § Vacuum splint bag
- § Spine board with head immobilizer and straps
- § Crutches
- § Towels
- § Biohazard container
- § Various First Aid supplies

**Role of First Responders:**

7. Immediate care of the injured or ill student-athlete
8. Emergency equipment retrieval
3. Activation of Emergency Medical System (EMS)
  1. Call 911 (provide name, address, telephone number, number of individuals injured, condition of injured individual(s), first aid treatment, specific directions, and other information that may be requested).
4. Direction of EMS to scene
  1. Open appropriate gates/doors.
  2. Designate individual to “flag down” and direct EMS to the scene
  3. Scene Control: limit scene to first aid providers and move bystanders away from the area (UCA PD and game officials can assist).

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**Venue Directions:**

- § From Farris Road (West of Estes Stadium)
  1. At the intersection of Farris Road and Bruce Street turn right on Bruce Street
  2. Turn right into Estes Stadium parking lot
  3. Travel south in the Parking lot to the South end of Estes Stadium.
  4. Enter the South Entrance to building which is near south ticket window.
  5. After entering building through double doors, continue straight into the next door, which leads to the Estes Athletic Training Facility.
- § From North Donaghey Avenue
  1. At the intersection of Donaghey Avenue and Bruce Street turn left onto Bruce Street.
  2. Continue west on Bruce Street on until the Estes Stadium in reached, turn left into the Estes Stadium parking lot.
  3. Continue south in the parking lot to the south end of Estes Stadium.
  4. Enter the South Entrance to building which is near south ticket window.
  5. After entering building through double doors, continue straight into the next door, which leads to the Estes Athletic Training Facility.

**Venue Concerns:**

- § If an emergency situation occurs in the athletic training room, there is a keypad that requires a code to gain access to the door. All emergency personnel need to be informed of the access code and if/when changes are made to the code.
- § The door to the north entrance of the athletic training room can only be unlocked from the inside.
- § Emergency personnel must also have a key in order to gain access to the office and storage room located in the athletic training room.

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**5. PEPSI CENTER**

**Emergency Personnel:**

- § Coaching Staff
- § Certified athletic trainer on site during in-season practice
- § Athletic Training students during in-season practice

**Emergency Communication:**

- § Land line telephone located in Estes Stadium lobby: (501) 450-3153
- § Estes Athletic Training Room (Rm 115): 501-450-3362
- § Farris Athletic Training Room (Rm 109): 501-450-5723
- § Personal Cell phones an two-way radios are carried by Certified Athletic Trainers and athletic training students during practices and competitions
- § UCA Police Department: (501) 450-3111 (non-emergency)
- § Emergency: 911

**Emergency Equipment:**

- § Athletic training kit
- § CPR shield
- § Vacuum splint bag
- § Spine board with head immobilizer and straps
- § Cervical collars
- § Biohazard container
- § Crutches
- § Golf cart or other mode of transportation

**Role of First Responder:**

1. Immediate care of the injured or ill student-athlete
2. Emergency equipment retrieval
3. Activation of Emergency Medical System (EMS)
  1. Call 911 (provide name, address, telephone number, number of individuals injured, condition of injured individual(s), first aid treatment , specific directions, and other information that may be requested).
4. Direction of EMS to scene
  1. Open appropriate gates/doors.
  2. Designate individual to “flag down” and direct EMS to the scene
  3. Scene Control: limit scene to first aid providers and move bystanders away from the area (UCA PD and game officials can assist).

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**Venue Directions:**

- § PEPSI America Center is located on the football practice field between Farris Road and Estes Stadium.
- § From Farris Road
  1. At the intersection of Farris Road and Bruce Street turn right onto Bruce Street.
  2. Travel east on Bruce street and make the first right into the Estes Stadium parking lot.
  3. Continue south in the parking lot until the Pepsi America Center is reached.
- § From North Donaghey Avenue
  1. At the intersection of North Donaghey Avenue and Bruce Street turn left on Bruce Street.
  2. Travel west on Bruce Street until Estes Stadium is reached, turn left into the parking lot.
  3. Continue south in the parking lot until the Pepsi America Center is reached.

**Venue Concerns:**

- § Access to this facility may be limited during school hours
- § Caution must be taken when EMS is attempting to enter. There should be a person assigned to direct the ambulance to the practice facility from Bruce Street.

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**6. FARRIS CENTER (Basketball and ATR)**

**Emergency Personnel**

- § Certified Athletic Trainer
- § Athletic training students
- § Coaching Staff

**Emergency Communication:**

- § Farris athletic training room (Rm 109): (501) 450-5723
- § Estes Athletic Training Room (Rm 115): (501) 450-3362
- § Certified Athletic Trainers will carry two-way radio and personal cellular phone
- § There is a pay phone located on the west side of the Farris Center Lobby near the west entrance to the basketball court. (501) 329-9510
- § UCA Police Department: (501) 450-3111 (non-emergency)
- § Emergency: 911

**Emergency Equipment:**

- § Any equipment or supplies can be found in the Farris Athletic Training Room (room 109):
  1. Athletic training kit
  2. CPR shields
  3. Vacuum splint bag
  4. Spine board with head immobilizer and straps
  5. Crutches
  6. Towels
  7. Biohazard container
  8. Various First Aid supplies
- § In the event that a Certified Athletic Trainer cannot provide medical coverage to team practicing in the Farris Center a First Aid kit will be given to a member of the coaching staff.

**Roles of First Responders:**

1. Immediate care of the injured or ill student-athlete
2. Activation of emergency medical system (EMS)
  - a. Campus Police at 450-3111 (provide name, address, telephone number, number of individuals injured, condition of injured, first aid treatment, specific directions, other information as requested, stay on the line until instructed to hang up the phone.
  - b. Notify 911 if unable to reach UCA police department.
3. Emergency equipment retrieval
4. Direction of EMS to scene

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- a. Open appropriate gate if needed.
- b. Designate individual to “flag down” EMS and direct to scene
  
- c. Scene control: limit scene to first aid providers and move bystanders away from area.

**Venue Directions:**

1. From North Donaghey Avenue.
    1. Turn left onto Bruce Street at the intersection of Donaghey Avenue and Bruce Street.
    2. Continue west on Bruce until the Farris Center Gymnasium is reached (located directly across the street from Estes Stadium)
    3. Turn right into the Farris Center Gymnasium Parking lot.
    4. Enter the southwest entrance until Rm. 109 is reached.
  2. From North Farris Road
    1. At the intersection of Farris Road and Bruce Street turn right onto Bruce Street.
    2. Continue traveling East Bruce Street
    3. Turn into the second entrance on your left, which is the Farris Center Gymnasium parking lot. (This entrance is located directly across the street from Estes Stadium)
    3. Turn right into the Farris Center Gymnasium Parking lot.
    4. Enter the southwest entrance until Rm. 109 is reached.
- § Access can also be gained from the Main Lobby entrance (south side of the building) of the Farris Center which is facing Bruce Street

**Venue Concerns:**

- § It is possible for the double doors to be locked however all ATC’s have a key to this door. However if for some reason these doors can not be opened the best alternate route will be to enter the building through the lobby’s entrance on the South Side of the building that faces Bruce Street.

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**7. FARRIS CENTER SWIMMING POOL**

**Emergency Personnel:**

- § Lifeguard(s) on Duty

**Emergency Communication:**

- § Phone located in Office at the Pool (Rm 134): 450-5711  
    Accessible only when the pool is open
- § Farris Center Athletic Training Clinic (Rm: 109): (501) 450-5723
- § Estes Athletic Training Room (Rm 115): (501) 450-3362
- § Pay phone located in Lobby of Farris Center: (501) 329-9510
- § UCA Police Department (501) 450-3111 (non-emergency)
- § Emergency: 911

**Emergency Equipment:**

- § Life preservers on wall
- § Spineboard
- § CPR/Rescue breathing Masks
- § BVM (Bag Valve Mask)

**Role of First Responder:**

1. Immediate care of the injured or ill student-athlete
2. Emergency equipment retrieval
3. Activation of Emergency Medical System (EMS)
  1. Call 911 (provide name, address, telephone number, number of individuals injured, condition of injured individual(s), first aid treatment , specific directions, and other information that may be requested).
4. Direction of EMS to scene
  1. Open appropriate gates/doors.
  2. Designate individual to “flag down” and direct EMS to the scene
  3. Scene Control: limit scene to first aid providers and move bystanders away from the area (UCA PD and game officials can assist).

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**Venue Directions:**

- § The pool is located at the North end of the Farris Center
- § From Farris Road (West of Farris Center)
1. At the intersection of Farris Road and Bruce Street turn right on to Bruce Street
  2. Continue east on Bruce Street
  3. Turn at the second left at which will be the Parking lot at Farris center.
  4. Stay to the right of the parking lot, the Farris Center Gymnasium is the building on your right.
  5. Stop at the Northwest Corner of the building where the sidewalk goes to the building.
  6. Travel down the sidewalk to the double doors on the side of the building. Another set of double doors located the left provides entrance to the Swimming pool.
- § From North Donaghey (East of Farris Center)
1. Going North on Donaghey turn left on Bruce Street
  2. The Farris Center Gymnasium will be on your Right (located directly across the street from Estes Stadium)
  3. This will be the parking lot, stay to the right of the parking lot, keeping Farris Center on your right.
  4. Stop at the Northwest Corner of the building where the sidewalk goes to the building.
  5. Travel down the sidewalk to the double doors on the side of the building. Another set of double doors located the left provides entrance to the Swimming pool.

**Venue Concerns**

1. There may be difficulty in finding the swimming pool due to its location within the Farris Center. Therefore, someone may need to be designated to meet EMT's in the Farris Center parking lot.

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**8. BASEBALL FIELD**

**Emergency Personnel:**

- § Coaching Staff
- § Certified Athletic Trainer (during Spring Season)
- § Athletic training students (during Spring Season)

**Emergency Communication:**

- § Land line telephone in the Farris Center Athletic Training room (Rm 109):  
(501) 450-5723
- § Pay phone inside Farris Center Lobby: (501) 329-9510
- § During the spring season the certified athletic trainer will carry a two-way radio and personal cellular telephone
- § UCA Police Department: (501)-450-3111 (non-emergency)
- § Emergency: 911

**Emergency Equipment:**

The following equipment will be located in and around the home dugout during the Spring Season:

- § Athletic training kit
- § CPR shield
- § Vacuum splint bag
- § Spine board with head immobilizer and straps
- § Cervical collars
- § Biohazard container
- § Crutches
- § Golf cart or other mode of transportation

**Role of First Responders:**

1. Immediate care of the injured or ill student-athlete
2. Emergency equipment retrieval
3. Activation of Emergency Medical System (EMS)
  1. Call 911 (provide name, address, telephone number, number of individuals injured, condition of injured individual(s), first aid treatment , specific directions, and other information that may be requested).
4. Direction of EMS to scene
  1. Open appropriate gates/doors.
  2. Designate individual to “flag down” and direct EMS to the scene
  3. Scene Control: limit scene to first aid providers and move bystanders away from the area (UCA PD and game officials can assist).

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**Venue Directions:**

- § From Donaghey Avenue turn left onto Bruce Street at the intersection of Donaghey Avenue and Bruce Street.
  1. Travel west on Bruce Street until the Farris Center Gymnasium is reached.
  2. Turn right into the Farris Center Gymnasium parking lot.
  3. The UCA Baseball Field will be located adjacent to this parking lot.
  4. There is a main (south) gate that provides access to the field
- § From Farris Road
  1. At the intersection of Farris Road and Bruce Street turn right onto Bruce Street.
  2. Continue traveling East Bruce Street
  3. Turn into the second entrance on your left, which is the Farris Center Gymnasium parking lot. (This entrance is located directly across the street from Estes Stadium).
  4. The UCA Baseball Field will be located adjacent to this parking lot.
  5. There is a main (south) gate that provides access to the field.

**Venue Concerns:**

- § Delayed access to telephones due to the nearest land line telephone line being located within the Farris Center.
- § Only Coaches have keys to the gates that provide access to the field.

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**9. FARRIS SOCCER/SOFTBALL COMPLEX**

**Emergency Personnel:**

- § Coaching Staff
- § Certified Athletic Trainer(s) (during the individual sport's in-season)
- § Athletic Training Students (during the in-season sport's in-season)

**Emergency Communication:**

- § Women's Soccer House: 2210 Dave Ward Drive, Conway, AR  
(501)764-0801
- § Men's Soccer House: 2240 Dave Ward Drive, Conway, AR  
(501) 328-0279
- § Estes Athletic Training Room (Rm 115): (501) 450-3362
- § Farris Center Athletic Training room (Rm 109):  
(501) 450-5723
- § Certified athletic trainers carry personal cellular phones and two-way radios
- § UCA Police Department: (501) 450-3111 (non-emergency)
- § Emergency: 911

**Emergency Equipment:**

Equipment will be available to the individual sports during the in-season for practice and games.

- § Athletic training kit
- § CPR shields
- § Vacuum splint bag
- § Spine board with head immobilizer and straps
- § Cervical collars
- § Biohazard container
- § Crutches

**Role of First Responders:**

1. Immediate care of the injured or ill student-athlete
2. Emergency equipment retrieval
3. Activation of Emergency Medical System (EMS)
  1. Call 911 (provide name, address, telephone number, number of individuals injured, condition of injured individual(s), first aid treatment, specific directions, and other information that may be requested).
4. Direction of EMS to scene
  1. Open appropriate gates/doors.
  2. Designate individual to "flag down" and direct EMS to the scene

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3. Scene Control: limit scene to first aid providers and move bystanders away from the area (UCA PD and game officials can assist).

**Venue Directions:**

§ Traveling west on David Ward Drive turn right on the North Donaghey Avenue

1. Turn left into the Farris Soccer/Softball Complex (1<sup>st</sup> left on N. Donaghey Avenue)

A. Softball areas:

1. Will be on right side of parking lot
2. Game field - first field on right
3. Continue west – recreational fields
4. Each field as access gates adjacent to each dugout

B. Soccer areas:

1. Will be on left side of the parking lot
2. Women's practice field - second soccer field on the left
3. Game field – third soccer field on the left, next to bleachers
4. Men's practice field - Southwest of game field, near the men's soccer house

**Venue Concerns:**

§ Nearest landline telephone is located in the:

Women's Soccer House:

2210 Dave Ward Drive

Conway, AR

(501)764-0801

Men's Soccer House:

2240 David Ward Drive

Conway, AR

(501) 328-0279

**Must have keys to gain access these facilities.**

§ Parking and traffic may become congested during games.

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**10. TENNIS COURTS**

**Emergency Personnel:**

- § Coaching Staff
- § Certified athletic trainer on site for competition
- § Possibility of athletic training students on site for competition

**Emergency Communication:**

- § Reynolds Performance Hall located east of Tennis Complex
  - § Landline- (501) 450-3265
  - § Hours- 10:00 – 4:00 M-F
- § UCA Physical Plant located northwest of Tennis Complex
  - § Landline- (501) 450-3196
  - § Hours- 8:00 – 4:30 M-F
- § Estes Stadium Athletic Training Room (Rm 115): (501) 450-3362
- § Farris Center Athletic Training Clinic (Rm: 109): (501) 450-5723
- § UCA Police Department: (501) 450-3111 (non-emergency)
- § Emergency: 911

**Emergency Equipment:**

- § For competition:
  - § Athletic training kit
  - § CPR shield
  - § Vacuum splint bag
  - § Spine board with head immobilizer and straps
  - § Crutches
  - § Biohazard container
  - § Towels

**Role of First Responders:**

1. Immediate care of the injured or ill student-athlete
2. Emergency equipment retrieval
3. Activation of Emergency Medical System (EMS)
  1. Call 911 (provide name, address, telephone number, number of individuals injured, condition of injured individual(s), first aid treatment , specific directions, and other information that may be requested).
4. Direction of EMS to scene
  1. Open appropriate gates/doors.
  2. Designate individual to “flag down” and direct EMS to the scene

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3. Scene Control: limit scene to first aid providers and move bystanders away from the area (UCA PD and game officials can assist).

**Venue Directions:**

- § Located south of Beatrice Powell Street and west of the Reynolds Performance Hall
- § From North Donaghey Avenue (east of tennis complex):
  1. Going north on Donaghey Avenue, turn left on Beatrice Powell Street
  2. Tennis complex located just south of Beatrice Powell Street and west of Reynolds Performance Hall
- § From Farris Road (west of tennis complex):
  1. Going north on Farris Road, turn right on Students Lane
  2. Continue east on Student Lane
  3. Turn right on Beatrice Powell Street
  4. Continue south on Beatrice Powell Street
  5. Tennis complex located just south of Beatrice Powell Street and west of Reynolds Performance Hall

**Venue Concerns:**

- § Note times of practices and competition compared to operating hours of the UCA Physical Plant and Reynolds Performance Hall for landline use
- § Communication is very important due to the inability of the Athletic Training Staff to cover practices.

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**11. PRINCE CENTER VOLLEYBALL**

**Emergency Personnel:**

- § Certified Athletic Trainer (during fall season)
- § Coaching Staff
- §

**Emergency Communication**

- § Estes Athletic Training Room (Rm 115): 501-450-3362
- § Farris Athletic Training Room (Rm 109): 501-450-5723
- § The Athletic Trainer assigned to volleyball will have a two-way radio and personal cellular phone during practices and games.
- § UCA Police Department: (501) 450-3111 (non-emergency)
- § Emergency: 911

**Emergency Equipment**

- § Athletic Training Kit
- § CPR shield
- § Vacuum splint bag
- § Spine board with head immobilizer and straps
- § Biohazard container
- § Towels
- § Crutches

**Role of the First Responder:**

1. Immediate care of the injured or ill student-athlete
2. Emergency equipment retrieval
3. Activation of Emergency Medical System (EMS)
  1. Call 911 (provide name, address, telephone number, number of individuals injured, condition of injured individual(s), first aid treatment , specific directions, and other information that may be requested).
4. Direction of EMS to scene
  1. Open appropriate gates/doors.
  2. Designate individual to “flag down” and direct EMS to the scene
  3. Scene Control: limit scene to first aid providers and move bystanders away from the area (UCA PD and game officials can assist).

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**Venue Directions**

§ From North Donaghey Ave

1. Turn Left onto Bruce Street at the intersection of Donaghey Ave and Bruce Street.
2. Continue traveling on west on Bruce Street
3. The Prince Center is located on the South side of Bruce across from the Lewis Science Center.

§ From South Farris

4. Turn Right (West) onto Bruce Street at the intersection of Farris and Bruce Street onto to Bruce Street.
5. Continue traveling east on Bruce Street
6. The Prince Center is located on the South side of Bruce across from the Lewis Science Center.

**Venue Concerns**

§ The Prince Center Gym is accessible through three secondary entrance/exits, and one Primary entrance/exit. The north side entrance, which faces Bruce Street, is the main entrance. The north entrance should be the entrance used by emergency personal due to its wide entrance.

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**12. PRINCE CENTER WEIGHTROOM**

**Emergency Personnel:**

§ Coaching Staff

**Emergency Communication:**

§ Estes Athletic Training Room (Rm 115): 501-450-3362

§ Farris Athletic Training Room (Rm 109): 501-450-5723

§ UCA Police Department: (501) 450-3111 (non-emergency)

§ Emergency: 911

**Emergency Equipment:**

§ None

**Role of First Responder:**

1. Immediate care of the injured or ill student-athlete
2. Emergency equipment retrieval
3. Activation of Emergency Medical System (EMS)
  1. Call 911 (provide name, address, telephone number, number of individuals injured, condition of injured individual(s), first aid treatment , specific directions, and other information that may be requested).
4. Direction of EMS to scene
  1. Open appropriate gates/doors.
  2. Designate individual to “flag down” and direct EMS to the scene
  3. Scene Control: limit scene to first aid providers and move bystanders away from the area (UCA PD and game officials can assist).

**Venue Directions:**

§ From North Donaghey Ave

1. Turn Left onto Bruce Street at the intersection of Donaghey Ave and Bruce Street.
2. Continue traveling on Bruce Street
3. The Prince Center is located on the South side of Bruce across from the Lewis Science Center.
4. The entrance to the Prince Center Weightroom is located on the east side of the Prince Center.

§ From North Farris

1. Turn Right onto Bruce Street at the intersection of Farris and Bruce Street onto to Bruce Street.

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2. Continue traveling east on Bruce Street
3. The Prince Center is located on the South side of Bruce across from the Lewis Science Center.
  
4. The entrance to the Prince Center Weightroom is located on the east side of the Prince Center.

**Venue Concerns:**

- § The Prince Center Weightroom may be difficult to find due to its location with the Prince Center. Therefore, during emergencies, it is suggested that someone be designated to meet the EMT's outside of the building.

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**13. UCA HEALTH PHYSICAL EDUCATION AND RECREATION CENTER**

**Emergency Personnel:**

§ HPER center staff is CPR certified and the supervising staff is available at all times.

**Emergency Communication:**

§ HPER Front Desk Phone: (501) 450-5712 or (501) 327-7594

**Emergency Equipment:**

§ AED located in the first floor office

§ First aid kit located in basketball gym

**Role of First Responder:**

1. Immediate care of the injured or ill student-athlete
2. Emergency equipment retrieval
3. Activation of Emergency Medical System (EMS)
  1. Call 911 (provide name, address, telephone number, number of individuals injured, condition of injured individual(s), first aid treatment , specific directions, and other information that may be requested).
4. Direction of EMS to scene
  1. Open appropriate gates/doors.
  2. Designate individual to “flag down” and direct EMS to the scene
  3. Scene Control: limit scene to first aid providers and move bystanders away from the area (UCA PD and game officials can assist).

**Venue Directions:**

§ From Farris Road:

§ Turn onto Student Lane and the HPER Center is on the right.

**Venue Concerns:**

§ This location is often crowded with students, so care should be taken in directing emergency personnel to the scene.

§ Parking lot is rather small, so large emergency vehicle may not easily enter.

§ There is an attendant located at the front desk, which is in the main entrance lobby; this person can be utilized for emergency assistance.

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**C. DRUG POLICY**

**UNIVERSITY OF CENTRAL ARKANSAS ATHLETICS  
DEPARTMENT DRUG EDUCATION AND DRUG TESTING  
POLICY**

**PURPOSE**

The Athletics Department, NCAA, and the Gulf South Conference believe in the promotion of good physical health and safety of all student-athletes. As a consequence, the Athletic Department's Substance Abuse and Education Program will consist of a two-fold process: (1) student-athlete education, and (2) illegal drug and substance abuse testing. The purpose of the educational program is to assist student-athletes by insuring that they are well informed about illegal drugs, dietary supplements, and the abuse of legal drugs. The educational program further attempts to promote a healthy student-athlete lifestyle as well as create a fair competitive environment. The purpose of the drug and substance abuse testing program is to discourage the use of illegal drugs, and abuse of legal drugs and dietary supplements by student-athletes through a screening program based on periodic testing designed to identify those who use any substance banned by UCA, the Gulf South Conference, or the NCAA.

**I. STUDENT-ATHLETE NOTIFICATION AND EDUCATION:**

- 1.1 All student-athletes will be notified of the Substance Abuse and Education program by the head athletic trainer, head coach, drug-site testing coordinator, or the designate of the Athletic Director. In compliance with the NCAA Constitution 3.2.4.6 and Bylaws 14.1.4 and 30.5, all student-athletes will be required to annually sign a drug testing consent form and institutional consent statement for both NCAA drug testing and UCA drug testing.**
- 1.2** All student-athletes will participate in a minimum of one informative educational seminar each academic year concerning the harmful effects of drugs and illegal substances. Student-athletes will be provided a forum to ask questions and be provided the most readily available information.
- 1.3** Student-athletes who test positive for "banned substance" and who are determined by the Athletic Department to be in need of further education or counseling for drug and/or substance abuse will be referred by the Athletic Department to on-campus professionals to address these issues. All requests for counseling will be referred to the Counseling Center for initial evaluation. Requests for counseling will be made after the athletic director and/or head coach has visited with the student-athlete and determined a need for counseling.

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**II. NCAA DRUG TESTING PROGRAM**

**2.1 NCAA DRUG AND SUBSTANCE ABUSE TESTING**

- 2.1.1** According to NCAA Bylaw 18.4.1.5, “a student-athlete who is found to have utilized a substance on the list of banned drugs, as set forth in 31.2.3.1, shall be declared ineligible for further participation in post-season and regular-season competition in accordance with the ineligibility provisions in 18.4.1.5.1.” Bylaw 31.2.3 provides for penalties for repeat positive tests, and further states that the student- athlete will remain ineligible until a negative test is produced.
- 2.1.2** The NCAA is responsible for all aspects of its drug testing to include medical code, organization, causes for loss of eligibility, student-athlete selection, notification, specimen collection, chain of custody, notification, appeal process, and restoration of eligibility. A complete copy of the guidelines for these procedures is available from the Athletics Department **and on the NCAA website at [www.ncaa.org](http://www.ncaa.org)**.
- 2.1.3** The Athletic Training Education Program Academic Coordinator of Clinical Education will serve as NCAA Drug Testing Site Coordinator for all NCAA year-round substance abuse testing conducted on-campus.
- 2.1.4** In the event of a NCAA positive drug test, the Director of Athletics, Senior Assistant Athletics Director for Compliance, and NCAA Drug Testing Site Coordinator will be notified.
- 2.1.5** Student –athletes who fail to sign the notification form or signature form, fail to arrive at the collection station at the designated time without justification, fail to provide a urine sample according to protocol, or attempt to alter the integrity or validity of the urine specimen and/or collection process will be treated as if there was a positive for a banned substance.
- 2.1.6** Annual testing by the NCAA will be conducted on Football and one randomly chosen sport at the NCAA Division II level. A random selection is made by the NCAA on who is to be selected from each team for drug testing.
- 2.1.7** The student-athlete’s eligibility is conditioned upon his or her signing an NCAA drug testing consent form.
- 2.1.8** An NCAA positive drug test will count as a positive UCA drug test.
- 2.1.9** All NCAA drug testing information is available upon request by all student-athletes and coaches. An NCAA Drug Testing Program Manual and video is available in the Athletic Training Room and the Athletic Directors office.

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### **III. INSTITUTIONAL DRUG AND SUBSTANCE ABUSE TESTING**

#### **3.1 METHODS FOR SELECTION**

##### **3.1.1 Drug Testing**

The Athletic Department will conduct random institutional drug testing of all athletic teams in addition to testing by the NCAA. During an academic year, a random sampling of 10% of all student-athletes from each sport will be taken for institutional drug testing. All drug testing requests by head coaches will be directed to the Senior Assistant Athletic Director for Compliance. In turn, the compliance officer will forward all approval requests to the Drug Testing Site Coordinator in the Athletic Training Department. The Drug Testing Site Coordinator is responsible for submitting all institutional drug-testing reports to the Athletic Director.

##### **3.1.2 Student-Athletes Eligible for Drug Testing**

The student-athletes who are eligible for drug testing can include, but is not limited to, any student-athlete listed on the NCAA or institutional squad list, which includes those who are actively participating, those with medical disabilities, red-shirted student-athletes, partial and non-qualifiers, and those who have exhausted eligibility but are still receiving athletics related aid.

##### **3.1.3 Notification for Drug Testing**

Those student-athletes selected for drug testing will be given notice by the Drug Testing Site Coordinator or Athletic Department Designee. The time between notification and collection of urine specimen will be at the Drug Testing Site Coordinators discretion.

##### **3.1.4 Reasonable Suspicion Testing**

Nothing in this policy shall prevent or limit the University of Central Arkansas' right to require a student-athlete to submit to testing when there is cause to do so. For purposes of this section, "cause" shall be defined as behavior, conduct, or performance by the student-athlete which leads the University to conclude that there is the likelihood that the student-athlete is taking or is under the influence of illegal drugs, banned substances, or alcohol. Among the indicators which may be used in evaluating a student-athlete's behavior, conduct, or performance are: class attendance, significant GPA changes, athletic practice attendance, increased injury rate or illness, changes in physical appearance, academic/athletic motivational level, emotional condition, mood changes, and legal involvement. Reasonable suspicion may be based on information received that a student-athlete is using illegal drugs or alcohol. In such case, the determination that "cause" exists to require a student-athlete to submit to testing will be made only after consultation between the Director of Athletics, Head Athletic Trainer, and the Head Coach of the sport. All must agree that the observations, behavior, conduct or performance of the student-athlete are such

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that testing for cause is required to protect the health of the student-athlete, the health of others, and/or to protect the integrity of the sport. In such cases, no notice of the drug test may be given to the student-athlete.

### 3.1.5 Collection Procedures

A third party administrator will be responsible for the collection process. A certified laboratory will be responsible for analyzing the urine specimen(s). The collected urine specimen will be split into two different containers. Both specimen containers will be sent to the certified laboratory. The certified laboratory will use one specimen sample for testing and store the second specimen container in case of an appeal (see 3.4 Appeals Process).

### 3.1.6 Substances Tested

Testing of the sample is intended to detect and/or identify the following substances: tetrahydrocannabinol (marijuana), cocaine metabolites, phencyclidine (PCP), amphetamines, and opiate metabolites, using gas chromatography/mass spectrometry. Due to advances in research and technology, other substances may be tested.

### 3.1.7 Reporting Results

Upon certification of the results by the certified laboratory, the Team Physician will be notified via phone or secured facsimile transmission of the test results conducted on the samples provided by the student-athletes. The Team Physician will review the positive test results with the laboratory attendant to see if there is an acceptable explanation for the positive test(s). The Team Physician will then notify the Drug Testing Site Coordinator and Head Athletic Trainer of any and all positive test results and will send the report confidentially through a secure facsimile in the Athletic Training Office. The Drug Testing Site Coordinator will then notify the Athletics Director of positive test results. The Athletics Director will have a meeting with the Head Coach and the student-athlete where the results will be discussed.

3.1.8 All test results accumulate during the entire time that an individual is a student-athlete at the University of Central Arkansas.

## 3.2 EFFECTS OF A POSITIVE TEST

### 3.2.1 First Violation

A student-athlete with an initial positive test result will be referred to the Counseling Center for initial evaluation and potential rehabilitation regarding drug substance and abuse. The Counseling Center will determine the educational content and duration for this program. The Athletics Director or designee shall notify the student-athlete and the head coach of the first positive test result for the purpose of securing assistance in the prevention of further drug use by the student-athlete. **The student-athlete will be suspended for the first 15% of scheduled inseason competition in his/her intercollegiate sport.** Exhibition games will be excluded. The student-athlete will retain their eligibility for practice and athletic-related financial aid. A student-athlete who tests positive may be subject to additional follow-up testing over the next twelve (12) months. Any loss of competition imposed will carry over into the following year if it is not possible to complete the sanction in the current year. Furthermore, a student-athlete who tests positive in the non-traditional season

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(e.g. April for football) would be suspended at the start of the traditional season of competition (September).

### 3.2.2 Second Violation

A student athlete with a second positive test result will be given a direct referral to the Counseling Center for additional evaluation and potential rehabilitation regarding drug substance and abuse through the Counseling Center. The Counseling Center will continue to determine the educational content and duration for this program. The Athletics Director or designee will notify the student-athlete and the head coach of the second positive test result for the purpose of securing additional assistance in the prevention of further drug abuse by the student-athlete. **The student-athlete will be suspended for the first 35% of scheduled inseason competition in his/her intercollegiate sport.** Exhibition games will be excluded. The student athlete will retain their eligibility for practice and athletic-related financial aid. A student-athlete who tests positive may be subject to additional follow-up testing over the next twelve (12) months. Any loss of competition imposed will carry over into the following year if it is not possible to complete the sanction in the current year. Furthermore, a student-athlete who tests positive in the non-traditional season (e.g. April for football) would be suspended at the start of the traditional season of competition (September).

### 3.2.3 Third Violation

If the student-athlete provides a third positive specimen, that student-athlete will be disallowed from ever returning as a participant in any Athletic Department-sponsored activity. The Athletic Director will recommend cancellation and non-renewal of athletics scholarship at the earliest possible moment consistent with university, conference and NCAA rules.

## 3.3 DEFINITION OF A POSITIVE DRUG TEST

**Student-athletes who fail to sign the notification form or signature form, fail to arrive at the collection station at the designated time without justification, fail to provide a urine sample according to protocol, leave the collection station before providing a specimen according to protocol, or attempt to alter the integrity or validity of the urine specimen and/or collection process will be treated as if there was a positive for a banned substance.**

## 3.4 APPEALS PROCESS

A student-athlete may appeal an institutional drug test screen within 24 hours in writing to the Athletics Director after notification of a confirmed positive drug test. Once an appeal is received, the second urine sample from the original collected specimen will be sent to a different certified laboratory than the one responsible for analyzing the first sample. The second certified laboratory will then perform an independent analysis of the second previously collected specimen. Only one appeal is allowed per institutional drug test. The cost of the drug test will be at the expense of the student-athlete and must be paid for in advanced before the second sample is sent to the laboratory. A committee made up of the Drug Testing Site Coordinator, Head Athletic Trainer, Head Coach, Senior Assistant Athletics Director for Compliance, and Assistant Athletics Director will hear all appeals and make recommendations to the Athletics Director. The student-

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athlete may not attend any kind of workout sessions, practice or competitions with the team while the appeal is being decided.

### **3.5 INSTITUTIONAL DRUG TESTING RECORD KEEPING**

The Drug Testing Site Coordinator and Senior Assistant Athletics Director for Compliance will keep records on the number of student-athletes tested and the results of the tests. These results are kept confidential to the extent allowed by applicable state and federal laws, related rules and regulations. Results will be compared with previous years' results to determine the effectiveness of the substance abuse and education program.

### **3.6 DIETARY SUPPLEMENTS**

Dietary supplements have become commonplace in athletics since the passage of the Dietary Supplements Health and Education Act in 1994. Deceptive marketing by supplement manufacturers and supplement distributors have led student-athletes to believe that a product with the word "all natural" on the label is safe. It is vitally important that student-athletes are aware that many dietary supplements contain banned substances that may lead to a positive drug test. Furthermore, many serious side effects, including death, have been linked to dietary supplements. Any student-athlete or coach requesting more information about dietary supplements and potential banned ingredients in these supplements should see the Head Athletic Trainer or Strength and Conditioning Coordinator. Further information can be sought through the National Center for Drug Free Sport Resource Exchange Center (REC) at (877) 202-0767 or visit the website at [www.drugfreesport.com/rec](http://www.drugfreesport.com/rec).