

The College of William and Mary
Division of Sports Medicine
221-3407

Athletic Training Services

The coverage of events and practice sessions will be established according to the guidelines in the department's policy and procedure manual (see attached).

Weekend (Saturday and Sunday) hours of operation for the William and Mary Hall Athletic Training Room will be posted during the business week (Monday through Friday) prior to the weekend. A staff athletic trainer will be listed as the contact point for the weekend schedule, and anyone wanting treatment for their athletic injuries on the weekend must schedule it with that staff athletic trainer prior to the weekend. ***Weekend treatments are by appointment only.*** Teams practicing on the weekend must have their schedule or itinerary for the weekend in to the Sports Medicine staff by 1:30 p.m. on Monday of the week prior to the weekend. Weekend coverage cannot be adjusted after 1:30 p.m. on Thursday of the week prior to the weekend. Weekend coverage will be provided according to seasonal priority, the nature of the event, and the availability of the Sports Medicine staff and its resources.

The athletic training rooms will be locked at all times when not in use for intercollegiate athletics. These facilities are under the direct supervision of the athletic trainers and their staff. No one is allowed access or use of these facilities without the prior knowledge and approval of the athletic training staff. No supplies or equipment (including coolers) are to be taken from the athletic training facilities without the prior approval of the athletic training staff. All therapeutic modalities must be administered by a member of the athletic training staff. We have provided an ice machine with 24/7 access for your use. It is located in the storage room outside the weight room in William and Mary Hall.

Please contact me with your questions and concerns. I pledge to provide the best possible care and coverage for your student-athletes and appreciate your cooperation and assistance.

DEFINITION OF PRACTICES AND ACTIVITIES

The following definitions will be used to determine athletic training staff coverage.

Traditional Season

The segment of a sport's playing season that concludes with the national championship.

Non-Traditional Season

The remaining, or second segment of the NCAA approved playing season.

Off-Season

Any activity that falls outside of the approved playing season. The playing season extends from the first date of practice to the final date of competition, in each segment.

Special Event

Any event not included on the official NCAA competitive schedule for a William and Mary intercollegiate team. This includes promotions, high school events, off-season games/tournaments, fund raising activities, or schools playing neutral site games at William and Mary facilities. Any event that does not appear on the official William and Mary schedule.

PRACTICE COVERAGE

Practice coverage assignments are made by the Director of Sports Medicine based on the following criteria:

1. Facility
 - a. Response time from William and Mary Hall Athletic Training Facility
 - b. Nature of activity
2. Number of participants
3. Seasonal priority

Facilities are ranked according to the following priority for practice coverage:

1. William and Mary Hall athletic training facility
2. Football practice field
3. Albert-Daly Field
4. Plumeri Park
5. Dillard Practice Fields
6. Adair Gym
7. Busch Fields
8. Adiar Pool
9. Student Recreation Center
10. Commons Tennis Courts
11. Busch Tennis Courts
12. McCormack-Nagelsen Tennis Center
13. William and Mary Hall Arena
13. Other facilities on or off campus

The following sports will receive on-site coverage for their traditional season practices according to the above guidelines:

1. Basketball; men's and women's
2. Baseball
3. Field Hockey
4. Football
5. Gymnastics; men's and women's
6. Lacrosse
7. Soccer; men's and women's
8. Volleyball

Football is the only sport that will receive on-site coverage for non-traditional season practices. Daily practice coverage can not be guaranteed but will be determined by the availability of the Sports Medicine staff according to established guidelines. Each coach must assume the responsibility to check with the Sports Medicine staff daily as to the status of coverage of their practice. If there is no coverage of the activity by the Sports Medicine staff, the coach may request the use of a radio to contact the athletic training room and/or campus police for assistance should the need arise. Every coach must be certified in CPR for they assume the responsibility to summons Emergency Medical Services and administer appropriate emergency first aid to an injured athlete if a member of the Sports Medicine staff is not present.

Coverage for teams begins with the first practice of their traditional and non-traditional season and ends with the last intercollegiate contest of that season. Teams are entitled to coverage for non-traditional activities according to the seasonal priorities. The student athlete is financially responsible for all medical expenses for injuries resulting from non-supervised off-season activities.

The Sports Medicine staff will receive a schedule of events and practices from the Senior Associate Athletic Director that will be updated as changes occur. The coach must still notify the Sports Medicine staff of any change in their practice times and facility at least two days (48 hours) prior to the change. A coach may forfeit coverage of activity if this procedure is not followed.

No practices should begin after 7:30 p.m. If athletic training services are needed, no practice can begin before 7:00 a.m. Practice times are limited to 3 hours in total length. Exceptions must be approved by the Senior Associate Athletic Director.

AWAY EVENT COVERAGE

The following teams will be provided travel coverage for their traditional season competitions according to the nature of the event, the nature of the trip, the availability of resources provided by the host institution and the availability of our Sports Medicine staff. Coaches must notify the athletic trainer of exact departure times for trips at least one week prior to that trip.

Full-time staff:

1. Baseball.
2. Basketball; men's and women's.
3. Field Hockey.
4. Football
5. Gymnastics; men's and women's.
6. Lacrosse.
7. Soccer; men's and women's.
8. Volleyball.

The following teams will not be provided travel coverage:

1. Cheerleading.
2. Cross Country; men's and women's.
3. Golf; men's and women's.
4. Swimming; men's and women's.
5. Tennis; men's and women's.
6. Track; men's and women's.

Upon the request of a coach, the Sports Medicine staff will:

1. Provide first aid and taping supplies as well as injury procedures and insurance information for their team to take on the road.
2. Call a host institution prior to our team's arrival to arrange treatments and investigate the available resources and coverage to be provided and/or provide a written prescription for care to take to the host institution.
3. Such request must be made at least 48 hours prior to the team's departure.

The following teams may be provided coverage for non-traditional season competitions according to seasonal priority, the nature of the event, the nature of the trip, the availability of resources provided by the host institution and the availability of our Sports Medicine staff:

1. Baseball
2. Field Hockey
3. Lacrosse
4. Soccer; men's and women's
5. Volleyball

HOME EVENT COVERAGE

The following teams will not be provided on-site coverage for either traditional or non-traditional season competitions, but will be provided home event support services, according to seasonal priority, the nature of the event and the availability of the Sports Medicine staff and resources. A request for support services must be made at least one week prior to the event.

1. Golf.

Traditional Season

The following teams will be provided on-site home event coverage according to seasonal priority, the nature of the event, and the availability of the Sports Medicine staff:

1. Basketball; men's and women's.
2. Baseball.
3. Cross Country; men's and women's.
4. Field Hockey.
5. Football.
6. Gymnastics; men's and women's
7. Lacrosse.
8. Soccer; men's and women's.
9. Track; men's and women's.
10. Volleyball.
11. Tennis; men's and women's
12. Swimming; men's and women's
13. Cheerleading

Non-Traditional Season

The following teams will be provided on-site home event coverage according to seasonal priority, the nature of the event and the availability of the Sports Medicine staff:

1. Baseball
2. Soccer; men's and women's.
3. Volleyball
4. Field Hockey
5. Lacrosse

If coverage of a Non-Traditional season event is scheduled, the coach must notify the Sports Medicine staff within 48 hours of cancellation of the event or the sport will be charged a fee of \$75 per athletic trainer scheduled to work that event.

COVERAGE FOR SPECIAL EVENTS

Special events are defined as any event not included on the official NCAA competitive schedule for a William and Mary intercollegiate team. This includes promotions, high school events, off-season games/tournaments, fund raising activities, or schools playing neutral site games at William and Mary facilities. If a Non-Traditional season competition charges visiting teams to compete, then it is considered to be a Special event.

Schedule of Fees:

1. A fee of \$75 per athletic trainer working the event will be assessed for a block of four hours of sports medicine service. Setup time, actual time of the event, and closedown time will be inclusive in this time block. This shall include the provision of the basic equipment -- water coolers, ice chests, first aid kit.
2. Events requiring more than four hours of service will be charged an additional \$15.00 an hour per athletic trainer. On occasion, other forms of compensation may be negotiated by using the above formula to arrive at a "cash value" for in-kind materials or gifts-in-lieu of cash.
3. All training supplies used during the course of the event will be charged against the sports (or activity) budget.
4. Neutral site competition: If athletic training services are desired by the competing institutions, a flat fee of \$75 per athletic trainer shall be charged the school (or sports budget), depending upon the prior arrangement made by the William and Mary coach.
5. All payments shall be made through fund transfers in the sports medicine operational budget (via Frank Hardyman) or payable to WMAEF - Sports Medicine.

The ratio of athletic trainers to participants will be dependent upon the weather expected on the day of the event as well as the location and nature of the activity. This will be arranged in advance with the coach or tournament director of the particular sport. It is required that all special events using an on-campus facility sponsored by a member of the athletic staff at William and Mary have a minimum of one sports medicine person in attendance.

USE OF ATHLETIC TRAINING ROOM FACILITIES

The athletic training room and medical facilities are available for student-athletes participating in the in-season intercollegiate athletic programs for the care of an athletic injury while under the care of the Sports Medicine staff. The facilities are also available to visiting teams on a reciprocal courtesy basis. Teams traveling without a certified athletic trainer are expected to call the Sports Medicine staff prior to their arrival and provide a written prescription from a certified athletic trainer or physician for the use of modalities. The two athletic training facilities are located in William and Mary Hall and Zable Stadium with event support first aid/team prep rooms in the McCormack-Nagelson Tennis Center and Plumeri Park.

In an emergency situation involving individuals outside the athletic program (e.g. physical education, intramural or recreation programs) first aid will be administered and further medical assistance summoned.

The athletic training rooms will be locked at all times when not in use for intercollegiate athletics. These facilities are under the direct supervision of the athletic trainers and their staff. No one is allowed access or use of these facilities without the prior knowledge and approval of the athletic training staff. No supplies or equipment (including coolers) are to be taken from the athletic training facilities without the prior approval of the athletic training staff. All therapeutic modalities must be administered by a member of the athletic training staff.

ATHLETIC TRAINING ROOM SCHEDULE

1. Provisions will be made to have the William and Mary Hall training room open for treatment hours Monday through Friday. General hours for the training room are 8-6pm. The other athletic training facilities will only be opened seasonal, depending upon the availability of the athletic training staff.
2. Treatment hours are from 8-2 pm and will be arranged according to the availability of the athletic training staff and the needs of the athletes.
3. If, in an emergency, the athletic training room is not open, the injured athlete should be taken to the Student Health Center or the Sentara Williamsburg Community Hospital Emergency Room, depending on the severity of the problem.
4. Appropriate care will be provided for athletes in all sports whenever possible. Priority will be given to in-season teams.
5. Teams must assume the responsibility of taking their water and first aid kit to and from every practice. Prior arrangements must be made with the athletic training staff and these items can be picked up and returned to the training room.
6. For practices in which an athletic trainer will not be present at the practice site, a coach may use a radio from the athletic training room to use to communicate to the athletic training room and/or Campus Police for assistance should the need arise. The radio will be given to a coach according to seasonal priority, the nature of the event, location of the event and the availability of radios.