



1000 El Camino Real • Atherton, CA 94027 • Phone: 650.543.3931 • Fax:

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# PREFACE

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The purpose of this handbook is to educate Menlo College student-athletes on the policies and procedures set forth by the Sports Medicine Department.

The following Sports Medicine Policies and Procedures were developed in collaboration with the team physician, head athletic trainer and assistant athletic trainer. Resources were gathered through the National Collegiate Athletic Association (NCAA), the National Association of Intercollegiate Athletics (NAIA) and the National Athletic Trainer's Association (NATA).

It is the responsibility of **each student-athlete** to make sure he/she understands and complies with the policies and procedures. Failure to do so could lead to increased out-of-pocket insurance expenses and/or practice or game time missed due to injury.



# Sports Medicine Policies

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**Pre-participation Physical Examination:** All athletes must receive and pass a physical examination prior to participation in team practices and competitions. All athletes are required to receive a physical examination from their primary care physician. The Medical History and Pre-Participation Examination form must be completed by the physician at the time of physical and be submitted to the sports medicine staff prior to participation in intercollegiate athletics.

Athletes **will not** be allowed to participate in any practice, game or conditioning session, or receive treatment from the Sports Medicine Staff, without completing the Medical History Questionnaire and Pre-Participation Examination form, Intercollegiate Athletic Insurance form, Consent Forms, and submit a copy of their insurance cards. In addition, athletes that are not included on a roster provided by the coach will not be considered a member of that team and will not be treated by the Sports Medicine Staff.

Athletes that arrive during the Spring season and participate in intercollegiate athletic activities must (1) be on a current roster provided by the coaching staff prior to intercollegiate activity such as strength and conditioning and Spring practice, and (2) must complete all pre-participation forms (proof of insurance, shared responsibility and health disclosure form, and completed medical history questionnaire signed by a physician). Athletes are responsible for making physical appointments with their primary care physician.

**Medical Records:** Student-athletes are responsible for truthfully and fully disclosing their medical history and reporting changes in their health to the Sports Medicine Department. Athletes are required to sign a medical records release form at the beginning of the season.

All medical records maintained in the athletic training facility are medical records and will be kept confidential.

**Exit Physical:** All student-athletes will be given an exit physical form to complete following their respective season. The student-athletes are responsible for disclosing all injuries sustained during the season. Athletes requiring follow-up treatment will be referred to the Team Physician for an exit physical examination.

**Insurance:** The athletic department carries a health insurance policy for all intercollegiate athletes. The policy is an excess coverage plan for athletes who are insured, meaning our insurance will pay what the athlete's insurance does not pay (there are limitations/exclusions in excess coverage). The athletic department does not automatically assume financial responsibility for any medical bills. If proper referral and insurance procedures are followed, the department's excess coverage plan will be made available to file claims against. The injury must be related to intercollegiate participation at Menlo College, and any pre-existing condition is not covered under the plan. **Failure**

**to adhere to the proper referral and insurance procedures in the primary or excess coverage plans will result in the student-athlete incurring the costs of the medical expenses.** Athletes are required to have a primary insurance carrier before being allowed to participate in any intercollegiate practice and must maintain that policy for the entire school year. Athletes who do not have a primary insurance are encouraged to make an appointment with the Head Athletic Trainer to discuss the insurance policy.

Student-Athletes that do not possess a primary insurance policy will be enrolled in a policy provided by Menlo College and billed to their student account.

It is important that the student-athlete knows that he or she is responsible for all deductibles, **including the \$500 deductible (per injury)** for Menlo College's secondary plan. Claims are sent to the student-athlete's primary insurance for processing. Once the primary insurance has paid its portion, bills are sent to Menlo College's secondary insurance for processing. If the amount of the claim exceeds the deductible, the secondary insurance will pay the excess while the student-athlete is responsible for the deductible. For example, Student-Athlete A is injured and requires medical attention. The amount of the claim amounts to \$2000. Primary insurance has been billed and has agreed to cover \$1000, leaving \$1000 of unpaid claims. Menlo College's secondary insurance covers the excess amount, in this case \$500. Student-Athlete A is then responsible for the remaining \$500 deductible. If the claims amount does not meet the \$500, the student-athlete is responsible to pay those claims.

**Dental Coverage:** If during an authorized practice or competition there is injury to a sound tooth or teeth, the student athlete may be covered under the athletic insurance policy if the team physician deems the injury resulted from the accident. No coverage is afforded for injury or damage to plates, bridges, orthodontic devices, fillings, or caps.

Student-athletes are responsible to obtain primary dental coverage. If an athlete does not possess a dental insurance plan and is injured requiring dental treatment, they are responsible to meet the deductible covered in section 2 above.

**Prescriptions:** When medicine has been prescribed by the team physician for an injury related to intercollegiate athletic participation the medicine must be obtained via instructions of the primary insurance plan. Menlo College's secondary insurance does not cover prescription filling or refilling.

**Outside Physicians:** If an athlete desires to see an outside physician regarding an injury or illness, he or she must first receive authorization from the team physician, and must abide by the terms of their primary insurance. The athlete will incur the cost of the services of that physician if prior authorization was not received.

**Pre Practice and Pre Game Preparation:** Sports Medicine Facility hours are subject to change based upon in-season team schedules. The Sports Medicine Facility will be open

at least one hour prior to in-season practices and two-hours prior to competitions. The following are general Sports Medicine Facility hours of operation.

Fall:	8:00am-9:00pm
Winter:	6:00am-5:00pm
Spring:	7:00am-5:00pm

Athletes are expected to report to treatment appointments on time in attire conducive to exercise and rehabilitation. Athletes that are late may be asked to leave and make another appointment due to busy schedules.

All athletes will be expected to observe the policies and rules of the Sports Medicine Facility. The athletes are attended to on a first come, first serve basis or by appointment. "In-season" athletes will receive priority over "out-of-season" athletes. There will be no "out-of-season" protective taping performed, unless prescribed by the head athletic trainer or team physician. Athletes are asked to conduct themselves in a professional manner and be respectful at all times. The rules that govern the Sports Medicine Center/ Training Room Facility are as follows:

1. Only Menlo College athletes will be treated. Athletes in season will be given priority. All other individuals will be referred to appropriate medical care elsewhere.
2. All bags and equipment must be left outside the athletic training room.
3. No cleats may be worn in the athletic training room.
4. No personal electronic devices, including (but not limited to) cell phones, CD players, MP3 players, and radios, may be used in the athletic training room.
5. Athletes must sign the Daily Treatment Log prior to all treatments.
6. Athletes must shower before receiving treatment or using the whirlpools.
7. Athletes are expected to clean up after themselves following treatment or cutting off tape.
8. Athletes must obtain athletic trainer's permission to use athletic training tools/supplies.
9. Rehab equipment and towels are not to leave the athletic training room.
10. Swearing and other disrespectful conversation will not be tolerated.
11. No horseplay or "hanging out" is allowed in the athletic training room.
12. No food or drink allowed.
13. No tobacco, drugs, or alcohol are allowed.
14. Athletes are not allowed in the athletic trainer's office.

**Injury Reporting Process:** All athletes are required to report their injuries to the Sports Medicine Department immediately unless in emergency situations. Athletes are expected to notify the Sports Medicine Staff of the emergency as soon as possible. All athletic injuries must first be screened by the sports medicine staff before being referred to the team physician or outside physicians. An athlete can seek a second opinion, however they must be evaluated by a member of the Sports Medicine Staff, referred for a second opinion, and abide by the terms of their insurance policy. Athletes that fail to obtain Sports Medicine approval will assume full responsibility for paying bills associated with that injury.

**Illness Reporting:** Student-Athletes are required to report illnesses to the Sports Medicine Staff unless in emergency situations. Student-athletes that are ill will be

referred to the appropriate health care facility. The student-athlete is responsible for paying these bills. The most common facilities referred are listed below:

**Menlo Medical Clinic:** (650) 498-6500; www.menloclinic.com; 8:30am-5:30pm M-F, 8:30am-12:30pm Sat.

**Stanford Hospital:** (650) 723-4000; (650) 723-5111 (ER); www.stanfordhospital.com; 24 hour Emergency Room

**Palo Alto Medical Foundation:** 650-321-4121; www.pamf.org; 7:00am-9:00pm Urgent Care

**Kaiser Permanente Redwood City:** 650-299-2015 (Advice 24hr.); 24 hour Emergency Room

**Withholding a student-athlete from activity:** The team physician has the final responsibility to determine when a student-athlete is removed or withheld from participation due to an injury, illness or pregnancy. In addition, the team physician has the sole responsibility for clearing the student-athlete for participation following an injury. Athletes that seek second opinions or who are evaluated by their primary care physician (PCP) must still be cleared by the team physician before activity can be resumed. In the event a student-athlete is evaluated by an outside physician, they must provide documentation such as, but not limited to, diagnoses, MRI/x-ray reports, progression notes, and return to play criteria that has been signed by a medical doctor (MD).

In the event that an athlete is injured at an away event and an athletic trainer did not travel with the team, the home certified athletic trainer has sole responsibility in determining whether an athlete can return to play or should be removed from the contest.

**Supplement Use:** The Sports Medicine Staff highly discourages the use of supplements during the athlete's season. Popular supplement, such as creatine and caffeine, use can predispose the student-athlete to serious health problems such as heat illness.

Athletes should be informed that supplements may contain banned substances and are encouraged to consult a physician prior to use.

**The Pregnant Student-Athlete:** Student-athletes that become pregnant while participating in intercollegiate athletics are not required to inform anyone (but are encouraged to inform the Sports Medicine Staff) of their pregnancy. It is generally accepted that exercise during the early stages of pregnancy is allowed. However, athletes participating in contact sports, or sports where there is a chance of falling, are putting their pregnancy at risk. Athletes are encouraged to consult with the Sports Medicine Staff and should be advised that all information is confidential and will not be offered to anyone.

**Nutrition:** Athletes are encouraged to eat and drink a healthy diet that will provide optimal fuel for competition. Athletes are required to consume more calories to keep up with the demands of their sport. The Sports Medicine Staff discourages extreme diets such as removing carbohydrates from an athlete's diet. The recommended intake of

carbohydrates is between 4-5 grams per pound of body weight per day, 0.5-0.9 grams per pound protein, and less than 30 percent of total daily calories should be from fat. Vitamin and mineral supplements are not necessary if an athlete is consuming adequate energy through a balanced diet.

The Sports Medicine Staff has the authority to remove an athlete from competition in the event an eating disorder is suspected and the student-athlete's health is in question. The Sports Medicine Staff will work toward providing the student-athlete with an environment conducive to recovering from this disorder. It should also be noted that all information will be held in strict **confidentiality** to respect the student-athlete's privacy.

Teammates are encouraged to look out for one another and make an attempt to notify the Sports Medicine Staff if they suspect someone has an eating disorder.

**Equipment Check-Out:** Athletes that are loaned equipment such as, but not limited to, braces and crutches are responsible for those items and should not lose or damage them. Athletes will be asked to fill out an equipment usage agreement form and will be billed for lost or damaged equipment.