



NORTH EASTERN ATHLETIC CONFERENCE

Athletic Training Operating Code

Updated: July 31, 2007

The requirements and recommendations noted herein are the required or recommended minimum standards throughout the North Eastern Athletic Conference and may be augmented by individual member institutions and each and all member institutions shall indemnify, save, and hold harmless the Conference for any failure to abide by these minimum standards.

I. Event Coverage

- A. On-Site Requirements – a Certified Athletic Trainer (ATC) will be on-site for the following conference sponsored sports, both regular season and championship events:
 - 1. Baseball
 - 2. Men's & Women's Basketball
 - 3. Men's & Women's Cross-Country
 - 4. Men's & Women's Soccer
 - 5. Softball
 - 6. Men's & Women's Volleyball

- B. On-Call Requirements – an ATC will be on-call for the following conference sponsored sports:
 - 1. Golf
 - 2. Men's & Women's Tennis

- C. Definitions
 - 1. "On-Site" will be mean that an ATC can be at the site of the event within 1-3 minutes.
 - 2. "On-Call" will mean an ATC is available via phone or two-way radio.
 - 3. An EMT is acceptable coverage if that individual is capable of performing pre-event tasks such as ankle taping, wraps, etc...
 - 4. EMS communication will consist of available cell-phone with 911 capability as well as available communication with Campus Safety and Security via cell phone or 2-way radio.

II. Conference Championships

The host institution must provide all the requirements outlined in these codes pertinent to the activity plus a Certified Athletic Trainer must be in attendance at all Conference Championships.

III. Host School Responsibilities

- A. Pre- and Post-Event Coverage
 - 1. Athletic Trainer will be available 1 ½ hour prior to event start time in the training room.
 - 2. Athletic Trainer will be available for minimum of ½ hour post-event or until services are no longer needed which ever is greater.
- B. Sideline Supplies – All Sports
 - 1. An adequate amount of water at each NEAC event (e.g., 5-10 gallon coolers that can be refilled).
 - 2. An adequate number of sanitized water bottles and/or disposable cups will be provided for each team.
 - 3. At least one cooler with ice bags for each team.
 - 4. Readily available emergency equipment (e.g., crutches, splints, tape) on site.
 - 5. An adequate number of bench towels.
- C. Extra Support as Required

If a team arrives without a kit or adequate supplies, the home team will provide the necessary supplies for your team. However, the home ATC will follow-up with a phone call to remind the visiting institution of the conference athletic training requirements.
- D. Financial Responsibility for Regular Season & Championship Events

The host institutions shall provide basic staffing, medical, and athletic training supplies as needed for an athletic contest.
- E. Emergency Service and Protocol
 - 1. Each institution shall have an emergency plan for serious injuries and situations.
 - 2. In the event that an emergency occurs at an athletic event, this emergency plan shall be followed.
 - 3. The emergency plan shall address such issues of 911 calling, ambulance service/availability/contracting, care until help arrives, and chain of command.
 - 4. It is understood that each of these emergency action plans must be tailored to the needs of each individual institution's protocols.

IV. Visiting School Responsibilities

- A. Teams must travel with all athletic training supplies required by their student-athletes.
- B. Teams must travel with current Emergency Medical Information.

- C. Teams must travel with current Personal and/or School Insurance Information.
- D. Extend the courtesy of calling the host ATC if there are significant or special needs.
- E. Return or reimburse any items issued to visiting team (crutches, splints, slings, etc...).

V. Medical Treatments For Visiting Athletic Teams

- A. Treatments will be limited to the use of ice, moist heat, and cold whirlpool.
- B. The conference has adopted the policy that no electrical or acoustic based modalities will be made available to visiting athletes unless administered by their institutions certified athletic trainer

VI. Lightening Policy - Based On NATA & NCAA Recommendations

- A. Flash-to-Bang Method
 1. To use the flash-to-bang method, begin counting when sighting a lightning flash.
 2. Counting is stopped when the associated bang (thunder) is heard.
 3. Divide this count by five to determine the distance to the lightning flash (in miles).
 4. For example, a flash-to-bang count of thirty seconds equates to a distance of six miles.
 5. Note: Lightning has struck from as far away as 10 miles from the storm center.
- B. Postpone or suspend activity if a thunderstorm appears imminent before or during an activity or contest, (irrespective of whether lightning is seen or thunder is heard) until the hazard has passed (30 minutes minimum). Signs of imminent thunderstorm activity are darkening clouds, high winds, and thunder or lightning activity.
- C. Sky Scan Lightening Detector or other Mechanic Device
In the event that there is a mechanical device present such as a Sky Scan Lightening Detector, it may be presented prior to the event to the game officials as the instrument that will determine event stoppage. For use of the Sky Scan, the following criteria will be utilized:
 1. If the Sky Scan Lightening Detector registers 3 consecutive 3-8 mile warnings with the return criteria being 30 minutes AFTER the last 3-8 mile warning.

D. Chain of Commands During Games

1. Game officials are responsible for making the call to stop the contest and to remove individuals from the field.
2. In the event that a game official hesitates in making the decision to stop competition, the event manager and/or certified athletic trainer on-site will suggest stopping play.
3. Please be advised that the athletic trainers will leave the athletic fields to seek shelter immediately after informing the game officials of the threat of lightening.

E. Chain of Command During Practice

1. Head Coaches or athletics administrators are responsible for making the call to stop practice and to remove individuals from the field.
2. In the event that a coach hesitates in making a decision to stop practice, the certified athletic trainer or student assistant will suggest stopping practice.
3. Please be advised that the athletic trainers will leave the athletic fields to seek shelter immediately after informing the coach of the threat of lightening.

F. Resuming Competition and Practice

Once activities have been suspended, wait at least thirty minutes following the last sound of thunder or lightning flash prior to returning to or resuming an outdoor activity.

G. Designated Weather Watcher

A member of the coaching staff, athletics administration, or athletic training staff for each team should actively look for the signs of threatening weather and notify the chain of command if severe weather is imminent.

H. Monitoring Local Weather Forecasts and Warnings

1. During electrical storm seasons, the coaching and athletics staff is responsible for monitoring local forecasts and warnings.
2. Coaches and athletics staff should obtain a weather report each day before practice or scheduled contests and should be aware of potential thunderstorms that may form during scheduled intercollegiate athletics events or practices.
3. Coaches and athletics staff should be aware of the National Weather Service issued thunderstorm “watches” and “warnings”, as well as the signs of thunderstorms developing nearby.
 - a. “Watch” – conditions are favorable for severe weather to develop in the area

- b. “Warning” – severe weather has been reported in an area and for everyone to take proper precautions.

I. Safe Shelters

1. Safe structure is defined as: any building normally occupied or frequently used by people (i.e. a building with plumbing and/or electrical wiring that acts to electrically ground the structure).
2. In the absence of a sturdy building, any vehicle with a hard metal roof and roll up windows can provide a measure of safety. It is important not to touch any part of the metal framework of the vehicle while inside it during a thunderstorm.
3. Each institution should designate acceptable “safe shelters” near each of their facilities and make this information available to coaching and game management staff as well as visiting institution’s coaching staffs.
4. Do not take shelter in an open field or near or under trees, flagpoles, or light poles.
5. Assume the lightning safe position (crouch on the ground, weight on the balls of the feet, feet together, head lowered and ears covered) for individuals who feel their hair stand on end, skin tingle, or hear “crackling” noises. Do not lie flat on the ground.

J. First Aid Procedures for Lightening Strike - observe the following basic first aid procedures in managing victims of a lightning strike:

1. Survey the scene for safety.
2. Activate local EMS (911).
3. Lightning victims do not “carry a charge” and are safe to touch.
4. If necessary, move the victim with care to a safer location.
5. Evaluate airway, breathing, and circulation and begin CPR if necessary.

VII. Liaison, Chair and Vice Chair

A. Athletic Director Liaison

Responsibilities – This committee shall be assisted by an athletics director assigned to that committee by the Board of Athletic Directors. The athletics director liaison serves an ex-officio member of each committee and shall represent the conference office at related committee meetings in which a representative of the conference office is not in attendance. The athletics directors’ liaisons are expected to work closely with the chair of the related committee to which they are assigned and should be prepared to represent the views of the related committee at the Board of Athletics Directors meetings.

B. Chair

1. Term - The athletic trainers shall elect a chair who will serve a term of two (2) years.
2. Responsibilities
 - a. Serves at the primary liaison between the athletic trainers, the Executive Committee and the conference office.
 - b. Identifies and communicates to the Executive Committee and conference office pertinent issues and problems related to athletic training.
 - c. Solicits items from the athletic trainers, athletics administrators, faculty athletics representatives and others (i.e. sports information directors, student athletes) for inclusion on meeting agendas.
 - d. Assisting the conference office and the athletics administrator assigned coverage responsibilities with the notification, preparation and conduct of the committee meetings.
 - e. Serves as the chair for the annual committee meeting(s) and special meetings. Assigns individual to record meeting minutes.
 - f. Assumes responsibilities for maintaining current with national trends and issues related to athletic training.
 - g. Assists in the overall evaluation of athletic training services.
 - h. Assists in the promotion of athletic trainers at the conference, regional, and national levels.
 - i. Reviews and comprehends NEAC Constitution and operating by-laws.
 - j. Compiles and distributes information and contact data.

C. Vice-Chair

1. Term - The athletic trainers shall elect a vice-chair who will serve a term of two (2) years.
2. Responsibilities
 - a. To assist the chair in all responsibilities listed above.
 - b. To serve as chair when chair is unavailable.

VIII. Meetings

- A. Conference athletic trainers will meet two times per year - one meeting in the fall and one in the spring. The chairs will designate time and type of meeting (i.e. conference call or in person).
- B. Proceedings
All minutes of all meetings and all business conducted must be sent to the NEAC athletic trainer liaison, athletic directors, the NEAC commissioner, and all head athletic trainers.