

Memorandum of Understanding  
between the  
All Faculty Association  
and  
Sonoma County Junior College District  
regarding

Article 17.08  
Head Athletic Trainer

October 5, 2024

**17.08 Head Athletic Trainer**

- A. **Head Athletic Training Duties.** The Head Athletic Trainer faculty member will perform the duties in this section for an average of 8.75 - 17.5 hours per week. The distribution of hours will be determined in consultation with the supervising administrator and will correlate to the workflow related to various sport seasons and student athlete need.
1. Serves as the lead of the CCCAA student athlete health and welfare team and provides the primary oversight of the services and operation of the sports medicine facility/lab.
  2. Arranges coverage and care for CCCAA home events, applicable practices, and in some cases travel, based on level of injury risk of the sport, athletic training clinician medical training and specialties, and specific student-athlete patient needs.
  3. In consultation with the Athletic Training faculty, creates and implements Sports Medicine/Athletic Training Program policies, procedures and daily operations, evaluates Sports Medicine/Athletic Training Program needs, and identifies continuing education needs.
  4. Uses medical inventory and evaluation of medical need to budget and order supplies and equipment and ensures proper maintenance and calibration of equipment and medical modalities.
  5. Serves as the Athletic Training faculty lead in
    - a. The medical clearance of CCCAA student-athlete patients including communication of CCCAA student-athlete medical clearance status and parameters with coaches.
    - b. The procurement, implementation, and management of online medical documentation systems (per the Health Information and Portability and Accountability Act, HIPAA) and other applicable medical standards.
    - c. Communicating with coaches regarding medical care and coverage needs for student-athletes
  6. Assists with and provides recommendations to the dean, athletic director and department chair regarding:
    - a. Implementation of the Kinesiology, Athletics and Dance department AED and First Aid training program.

- b. Coach emergency preparedness trainings including, but not limited to concussion education, mental health emergency plan, athletic emergency action plans and heat illness emergency plans.
  - c. Identification and reporting of safety issues within the athletic and sports medicine facilities
7. In consultation and collaboration with the athletic director:
    - a. ensures policies, procedures and daily operations are in compliance with applicable California Community College Athletic Association (CCCAA), Occupational Safety and Health Administration (OSHA) and Health and Information and Portability and Accountability Act (HIPAA), local, state and federal regulations, National Athletic Trainers' Association standards, Board of Certification standards and sports medicine best practices.
    - b. Communicates any problems involving personnel, medical staff, CCCAA student-athlete patients, families and the general public to the dean, athletic director and department chair.
    - c. Communicates about matters relevant to the Athletic Training Program per the CCCAA Constitution.
  8. Procures a team physician and communicates team physician-directives for care of CCCAA student-athlete patients, including, but not limited to, the evaluation, diagnosis, referral, treatment, rehabilitation and prevention of injuries and illnesses incurred during SRJC-sanctioned CCCAA activities
  9. Consult with multidisciplinary professional staff, to implement patient care (includes physicians, athletic trainers, physical therapists, mental health therapists, college health resources, counselors, nutritionists, emergency medical services providers, sports medicine clinical volunteers, etc.).
  10. In consultation with Student Health Services and when applicable, the athletic director, to assist with individual CCCAA student-athlete patient medical case management and athletic insurance claims
  11. Coordinates and implements the following sports-medicine related programs
    - a. sports medicine volunteers and job shadow students.
    - b. periodic physician clinics.
    - c. the SRJC CCCAA student-athlete mental health program, including patient and coach education, referrals to mental health providers, emergency mental health care coordination, and collaborate with Student Health Services and the team physician to implement patient care.
    - d. the SRJC CCCAA student-athlete concussion management program, including patient and coach education, baseline testing, treatment, rehabilitation, return to play, and collaborate with Disability Resources on return to academics.
  12. Conducts periodic needs assessments for athletic training services and quality assurance measures to improve the quality and efficiency of the level of care delivered to patients.
  13. Assists student-athlete patients and the athletic director with the medical portion of the CCCAA Form 4 injury waiver application.
  14. Represents or designates a representative to represent Santa Rosa Junior College Athletic Training Program at relevant athletic conferences and CCCAA meetings.
  15. Facilitates regularly scheduled athletic training staff meetings.

16. Identifies critical information for posting on the Athletic Training Program website, bulletin boards and marketing materials as needed.
- B. **Athletic Training duties.** The Head Athletic Trainer faculty member will perform the Athletic Training faculty duties in sections 17.07.A and 17.07.B for an average of 17.5-26.25 hours per week.

*Anne-Marie Donegan*

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Anne-Marie Donegan  
President  
All Faculty Association



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Dr. Angélica Garcia  
Superintendent/President  
Sonoma County Junior College District