



RIT Athletics Pre-participation Clearance for New Athletes

This document is intended to assist you in your quest to become an RIT student-athlete. We take many approaches and steps to ensure the safety and wellbeing of our student-athletes. Please read through the information provided in this document thoroughly to ensure timely clearance for your sport. One of the most important steps is to make sure the proper coach is aware of your interest in participation. Coach/sport information can be found at www.ritathletics.com. Any questions about the clearance process can be directed to Ben Emke, Head Athletic Trainer, at bweatl@rit.edu (preferred) or by phone 585-475-4513.

Deaf and Hard-of-Hearing Athletes ASL interpretation of this instruction packet can be found at the following website: <http://www.ntid.rit.edu/athletes/athlete-development/clearance-info> Please choose the New Students – Instructions (ASL) option.

All incoming new athletes (freshmen & transfers) are required by the NCAA to have a Pre-participation Sports Physical Evaluation within 6 months of beginning sports participation. **This pre-participation evaluation will be performed by our team physicians and/or other Rochester General Hospital staff on your teams designated clearance date.** If you have had an injury or procedure that required medical care within the past 12 months, a written medical release from the attending physician or surgeon for your injury is required. If you have had any previous cardiac testing (EKG, ECG, stress testing), please bring a copy of the test report and test results. Our team physician will want to review these results prior to your clearance to participate.

New students to RIT will receive an email from the RIT Student Health Center (SHC) regarding immunization verification. Please follow the steps to complete this process. RIT Sports Medicine will verify immunization status with the SHC as part of our clearance process. Please make sure your information is received by the SHC in a timely manner to avoid delays in clearance for athletics. Please understand the volume of information the SHC receives, especially as we near the beginning of classes at RIT.

The NCAA now mandates all athletes have sickle cell trait testing performed, show proof of sickle cell trait testing, or sign a waiver releasing the institution from any liability related to declining testing. The Pre-participation Sports Physical Evaluation Form now has a section relating to sickle cell trait that must be completed by a physician. If you have not been tested or have records of this testing from birth (most incoming students will have been tested at birth), our team physician will discuss testing and waiver options. Absent of providing such information, the student-athlete will be allowed to participate in intercollegiate athletic events (including, but not limited to; strength and conditioning sessions, practices, and competitions) only after signing the Sickle Cell Trait Testing Release and Waiver of Liability.

- If you have been tested, bring proof of testing (test results).
- If you have not been tested our team physician will discuss testing options.
- You have the option of declining testing and completing the waiver

The NCAA bans classes of drugs because they can harm student-athletes and can create an unfair advantage in competition. Some medications contain NCAA-banned substances, but are needed by student-athletes to support their academics and general health. Accordingly, the NCAA has a procedure to review and approve use of certain medications that contain NCAA-banned substances through a Medical Exceptions Procedure. For example, the diagnosis of adult ADHD remains clinically based utilizing clinical interviews, symptom-rating scales, and subjective reporting from patients and others. If necessary the Medication Exemption form (to be completed by your physician) can be found in the eFiles section in ATS or from the Sports Medicine section on the RIT Athletics website. This is not necessary for participation clearance, but may affect eligibility if you are drug tested through the NCAA. If you utilize an inhaler for any condition including asthma, please provide medical documentation that supports diagnosis and prescription. This documentation will be kept on file to support exemption in the event that you test positive for a banned substance (due to inhaler use) through NCAA drug testing.

We utilize the Athletic Trainer System ® (ATS) which is an electronic medical records system. This software allows us to collect clearance paperwork in an electronic format, as well as maintain medical record keeping information for the Sports Medicine Department. The following information will help you to navigate the system and provide us with information necessary to your clearance to participate in RIT athletics. Once all the information is accumulated and reviewed, we can complete the rest of the clearance process that is usually performed at a prescheduled time with your team or individually with the Sports Medicine Staff. Please try to complete the following process **at least** one week prior to your scheduled clearance meeting to avoid delays.

Getting Started With ATS


Open your internet browser, clear the address bar, and type or paste rit2.atsusers.com -no www or http:///. The ATS Web Portal Login Screen will appear and the database, atsrnit, should already be filled in. Enter “new” for athlete ID and “new” for password. This will bring you to the Athlete Information Option – General Tab. When logging in after initial set-up, these tabs are available under the Athlete Information Option.

General Tab

- Select Organization...RIT Athletics.
- Select your sport(s).
- Any yellow shaded fields are required and need to be completed.
- Phone – best means of contacting you...this may be your cell number.
- **If you have a mobile phone** - Enter cell number and text address so that we can contact you in an efficient manner. Directions are provided for entering text address next to the entry field if you click on the link.
- Additional Address #1 is your school address.
- Additional address #2 should be your non-school address.
- Create your **Athlete ID** to match your university ID number (no spaces or dashes/hyphens, this is a 9 digit number with 4th and 5th digits being zeroes).
- Create your password.
- **Do not provide Driver # or Passport #**
- Enter Medical Alerts, Allergies, and Medications.
 - If not taking meds then type “none” into yellow field for medications.
- Save



You will now have access to other tabs at the top of the page.

Insurance Tab

- Click  Add (health insurance is required for intercollegiate athletics participation).
- **We need a copy of the front and back of your insurance card.** Uploading a photo of your card in this section is recommended (the photo needs to be sized so that it is legible); otherwise a legible hard copy can be provided at scheduled clearance appointment.
- **Do not provide SSN.**
- Necessary info
 - Insurance company
 - Payor #, this refers to level of billing (primary insurance = 1, secondary = 2...)
 - Policy number/subscriber ID number
 - Service phone number

- Group number if there is one
- Policy holder name and DOB
- Save
- Close

Contacts Tab

- Click  Add
- Provide as many emergency contacts as necessary or desired.
- Click 

Athlete Forms Tab

- All Forms listed here are required for participation
- Select “Pre-Participation” from the “Form Name” drop down list
- Click on the new button
- Complete this form; please be specific with information...which side of the body, dates, and care received. This form must be completed in one session.
- Save
- Repeat this process for the following forms
 - Acceptance of Responsibilities/Risk
 - Drug/Alcohol Education & Testing Program Student-Athlete Consent Form
 - HIPPA
 - Sickle Cell Trait Testing Waiver
 - Student-Athlete Concussion Statement

eFiles Tab

This tab contains additional documents that maybe necessary as described previously. There are also forms that pertain to returning athletes only.

- Medication Exemption form – only necessary if prescribed a medication containing NCAA banned substances, to be completed by prescribing physician.
 - If necessary, click on view option to download document for saving or printing.
- Health History Update – for returning RIT athletes only

The RIT Sports Medicine Staff will be able to review your ATS account and may contact you to address issues regarding your clearance. Please contact Ben Emke with concerns or issues. Thank you for your attention to these requests.

Tips for Clearance Appointment

- Have all the necessary ATS information and paperwork completed.
- Come dressed appropriately, or bring clothes to change into. Loose fitting or athletic attire is necessary to accurately assess flexibility and strength.
- If you have corrected vision, please wear contacts/glasses for vision exam.

Ben Emke

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