June 2024

Dear Student-Athletes and Parents:

On behalf of the athletic training staff, we would like to welcome new student-athletes to RU-C, and welcome back our returners! Within this packet, you will find a clearance checklist to refer to, as well as instructions on how to complete each of these requirements. Please carefully review the checklist and the instructions under either the freshmen and transfer section, or scroll further down to the returners section. If you have any questions, please do not hesitate to reach out to us.

Have a great summer! We look forward to seeing everyone soon!

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**Freshmen and Transfer Student-Athletes:**

**Medical Clearance Checklist**

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<td>Create online ATS profile and complete paperwork</td>
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<td>2.</td>
<td>Complete physical with physician and upload <strong>Rutgers University- Camden NCAA Pre-Participation Physical Exam Form</strong> to ATS</td>
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<td>3.</td>
<td>Obtain sickle cell trait status and upload results to ATS</td>
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<td>4.</td>
<td>Take online ImPACT test (in person with team)</td>
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<td>Take SCAT6 test with athletic training staff (in person with team)</td>
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**Other Requirements**

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<td>6.</td>
<td>Complete NCAA paperwork on Front Rush</td>
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<td>Complete general immunization requirements for RU-C Wellness Center</td>
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1. **Create your online ATS profile** using the step-by-step ATS directions for new athletes attached further in this document, and complete the following sections:
   a. Demographic information
   b. Emergency contact
   c. Insurance
   d. 5 forms
      i. If you are under the age of 18, a parent/guardian must co-sign your forms

2. **Physical**
   - You must schedule and complete a physical with your primary care provider or doctor of your choice prior to **July 31st, 2024**. You will need to print and bring the **Rutgers University- Camden NCAA Pre-Participation Physical Exam Form** with you to be filled out by your doctor, which has been sent to your email, and linked on our website **HERE**. **We will not accept your physical if this form is not filled out.** Your physical must be completed within 6 months of the start of official practices for your sport, so the earliest dated physical you can submit is as follows:
      i. Fall sports: February 20th
      ii. Spring sports: March 20th
      iii. Winter sports: April 20th
You are able to schedule a sports physical at the RU-C Wellness Center if you do not have a primary care provider or doctor you prefer. You can schedule with them by calling 856-225-6005.

After completing your physical and getting your form filled out by your doctor, you will need to upload a copy of the form (scanned, or a clear photo) into your ATS account. Directions can be found in the ATS step-by-step directions attached further in this document.

### 3. Sickle Cell Trait Test Results

The NCAA requires all first-year student-athletes to disclose their sickle cell trait status prior to athletic participation. Once you obtain your results, you will upload them into your ATS account by following the step-by-step directions attached further in this document. There are three different ways you can obtain your results:

a. Obtain results from your newborn screening, which was likely done if you were born after 2000. *Obtaining state results may take two or more weeks*
   i. If you were born in NJ you can call the NJ State Dept of Health at 609-530-8371 to obtain your results
   ii. If you were born in PA, you can call the PA State Dept of Health at 717-783-8143
   iii. If you were born in another state you can use this PDF to find your state’s newborn screening contact number: [https://static.scarletraptors.com/custompages/AthleticTraining/Sickle_Cell_Contact_Numbers.pdf](https://static.scarletraptors.com/custompages/AthleticTraining/Sickle_Cell_Contact_Numbers.pdf) OR

b. Get tested at a Quest or Labcorp [Quest SCT testing](https://www.questdiagnostics.com)
   - If needed, ask your physician for a script when you go for your physical

c. Get tested on your own at the Wellness Center on campus
   - Call and schedule an appointment: 856-225-6005
   - Upload results to ATS once you receive them

### 4. ImPACT Test

Is a computerized test that is used by the AT Staff as a baseline tool in the event of a head injury, and all student-athletes need to take it every other year. The ImPACT will be conducted in-person during your team’s mandatory summer meeting/paperwork day with the athletic trainers. Team meeting dates and times are listed within this document.

### 5. SCAT6 Test

Is a sideline concussion baseline tool that is used by the AT Staff in the event of a head injury, and all student-athletes need to take it every year. The SCAT6 will be performed in-person during your team’s mandatory summer meeting/paperwork day with the athletic trainers. Team meeting dates and times are listed within this document.

### 6. NCAA Paperwork

Is found online using Front Rush. Information will be sent to your school email from Tom Thomasson, Acting Athletic Director. Any questions regarding this paperwork should be directed to Tom at tthomass@camden.rutgers.edu
7. **Immunization requirements** are general requirements for all students by the RU-C Wellness Center, and these are independent from athletic training requirements. Visit the link below to see the wellness center’s requirements and their instructions on how to upload them. [https://wellnesscenter.camden.rutgers.edu/immunization-requirements-faq/](https://wellnesscenter.camden.rutgers.edu/immunization-requirements-faq/)
Returning Student-Athletes:

Medical Clearance Checklist

1. **SOPHOMORES/SENIORS ONLY:** Schedule medical history review with AT staff

2. **JUNIORS/5th YEARS ONLY:** Complete physical with physician and upload Rutgers University- Camden NCAA Pre-Participation Physical Exam Form to ATS

3. Update ATS information

4. Take online ImPACT test (in person with team)

5. Take SCATS test with athletic training staff (in person with team)

Other Requirements

6. Complete NCAA paperwork on Front Rush

7. Ensure all general immunization requirements for RU-C Wellness Center are still up-to-date

1. **Medical history review (SOPHOMORES/SENIORS ONLY)**
   You will need to schedule a short meeting with the AT staff to review your medical history, and the deadline for this will be July 31st, 2024. You can schedule your appointment here: [https://ruc-rehab.youcanbook.me/](https://ruc-rehab.youcanbook.me/) If it is determined that you need an updated physical, you will be notified and information will be sent to your Rutgers e-mail.

2. **Physical (JUNIORS/5th YEARS ONLY)**
   - You must schedule and complete a physical with your primary care provider or doctor of your choice prior to July 31st, 2024. You will need to print and bring the Rutgers University- Camden NCAA Pre-Participation Physical Exam Form with you to be filled out by your doctor, which is linked on our website [HERE](#). We will not accept your physical if this form is not filled out. Your physical must be completed within 6 months of the start of official practices for your sport, so the earliest dated physical you can submit is as follows:
     - ii. Fall sports: February 20th
     - iii. Spring sports: March 20th
     - iv. Winter sports: April 20th
You are able to schedule a sports physical at the RU-C Wellness Center if you do not have a primary care provider or doctor you prefer. You can schedule with them by calling 856-225-6005.

After completing your physical and getting your form filled out by your doctor, you will need to upload a copy of the form (scanned, or a clear photo) into your ATS account. Directions can be found in the ATS step-by-step directions attached further in this document.

3. **Update your online ATS profile** using the step-by-step ATS directions for returners attached further in this document, and complete the following sections:
   a. Insurance
   b. 5 forms

4. **ImPACT Test** is a computerized test that is used by the AT Staff as a baseline tool in the event of a head injury, and all student-athletes need to take it every other year. The ImPACT will be taken in-person during your team’s mandatory summer meeting/paperwork day with the athletic trainers. Team meeting dates and times are listed within this document.

5. **SCAT6 Test** is a sideline concussion baseline tool that is used by the AT Staff in the event of a head injury, and all student-athletes need to take it every year. The SCAT6 will be taken in-person during your team’s mandatory summer meeting/paperwork day with the athletic trainers. Team meeting dates and times are listed within this document.

6. **NCAA Paperwork** is completed online on Front Rush, and information will be emailed to your school email from Tom Thomasson, Associate Athletic Director. Any questions regarding this paperwork should be directed to Tom at tthomass@camden.rutgers.edu

7. **Immunization requirements** are general requirements for all students by the RU-C Wellness Center, and these are independent from athletic training requirements. Visit the link below to see the wellness center’s requirements and their instructions on how to upload them. [https://wellnesscenter.camden.rutgers.edu/immunization-requirements-faq/](https://wellnesscenter.camden.rutgers.edu/immunization-requirements-faq/)
MANDATORY Summer Team Meeting Schedule:

Throughout the last week of July, we will be holding MANDATORY in-person team meetings with each team in order to go over a compliance powerpoint and complete baseline concussion testing. You will need to bring a laptop or iPad with you. We will send email reminders to everyone in July. We expect all student-athletes to attend except those who reside outside of NJ or PA. If you are an out of state athlete, please reach out to Andrea or Makayla to get the make-up meeting date. If you have vacation or another prior engagement scheduled during your team meeting time, please reach out to us ASAP.

Monday July 29th 10am-1pm: Women’s Soccer
Monday July 29th 1pm-4pm: Volleyball & M/W Tennis
Tuesday July 30th 10am-1pm: Men’s Soccer
Tuesday July 30th 1pm-4pm: Softball
Wednesday July 31st 10am-1pm: Track & Field
Wednesday July 31st 1pm-4pm: Golf & Cross Country
Thursday August 1st 10am-1pm: Women’s Basketball
Thursday August 1st 1pm-4pm: Men’s Basketball
Friday August 2nd 10am-1pm: Baseball (Last names A-L)
Friday August 2nd 1pm-4pm: Baseball (Last names M-Z)
ATS DIRECTIONS FOR:
NEW ATHLETES (FRESHMEN/TRANSFERS)

1. Go to rutgerscamden.atsusers.com/athleteportal
2. Enter the following information:
   - Athlete ID: New (will be required to use RU Student ID # once logged in)
   - Password: New (will be required to create new password once logged in)
   - Database: “atsrutgerscamden”

3. CLICK “Consent & Allow Cookies”
4. Complete the following tabs:

- **General tab**
  - Fill all highlighted boxes
  - **ATHLETE ID MUST BE RU STUDENT ID# WITHOUT THE DASHES**

- **Insurance tab**
  - Fill all highlighted boxes
  - **If your insurance company is not on the dropdown box, exit, click “Add a new insurance company”, then click “ADD” again**
  - Note: Visible, clear front and back pictures of insurance cards are REQUIRED
Contacts tab

- Fill all **highlighted boxes**

5. **CLICK “Save Athlete Information” (This will prompt another screen to pop-up)**
6. Complete the next two tabs:

7. Medical History tab
   - Please add any medical red flags (i.e. asthma, heart conditions, disabilities, etc.) in “Other medical notes”
   - It is **CRUCIAL** that you do not leave out any pertinent information
   - Click “Save Medical History” THEN “Verify Medical History”
   - Click “Add New Surgery” if you have had any past surgeries. If none, this section can be skipped

8. Forms tab
   - Click the drop down box “Form name” then select new
   - **ALL 5 FORMS MUST BE COMPLETED AND SIGNED** (Sign, type name, then click “sign”)
     1. Health History Form
     2. RUC Insurance Disclaimer *Policy holder must also sign! If you are the policy holder of your insurance, sign twice*
     3. HIPPA Release Form
     4. RUC Athletic Training Rules
     5. Concussion/ImPACT Consent
9. Click on “Immunizations/Paperwork” tab to confirm paperwork was submitted
   - Once paperwork is completed, you will see the word “Submitted” and the date next to each form
   - The “Paperwork Complete” box will be checked when they’re all complete
   - The “Cleared to Play” box will be checked when AT staff collects and reviews all medical
documentation, including physicals
   - **Note: Immunization section does not need to be completed

ALL 5 FORMS MUST BE COMPLETED AND SIGNED
(No parent/guardian signature needed if over 18yrs old)

- Type full name
- Click “Sign”
- Click “Save”
(*Note: Parent/guardian signature is only required for Insurance Disclaimer form if you are on their insurance)
10. **eFiles Tab** (To be completed after you receive your physical and sickle cell trait status)

- Select eFiles tab

![Image of eFiles tab](example_image)

- Click “Upload Document” when you are ready to upload your **physical exam form**
  - Select “Physical” as document type
- Click “Upload Document” when you are ready to upload your **sickle cell trait documentation**
  - Select “Sickle Cell” as document type

![Image of upload forms](example_image)

- After you successfully upload your documents, you will see them at the bottom of the page

![Image of uploaded documents](example_image)
ATS DIRECTIONS FOR:
RETURNING ATHLETES

1. Go to rutgerscamden.atsusers.com/athleteportal

2. Enter the following information:
   - Athlete ID: Your RU ID# student ID without the dashes
   - Password: **Reset1234** *(will be required to create new password once logged in)*
   - Database: “atsrutgerscamden”

   When prompted to change password, be sure to enter “Reset1234” again in the old password box
3. Enter your insurance information:
   - You will be prompted to enter your insurance next. Select “I do have primary insurance”
   - If you have school insurance, select “I do NOT have primary insurance” and be sure to email your school insurance policy information/insurance cards to Andrea and Makayla ASAP

   - Fill out all highlighted boxes
     - YOUR INSURANCE MUST BE UPDATED EVERY ATHLETIC YEAR!
     - **If your insurance company is not on the dropdown box, exit, click “Add a new insurance company”, then click “ADD” again
     - Note: Visible, clear front and back pictures of insurance cards are REQUIRED
4. Select “Menu” in the top right corner after finishing insurance
   ➢ Next, select “Athlete Information” in order to proceed to next steps

5. Complete the following tabs:
   ➢ General tab
     o Fill all highlighted boxes
     o Click “Add new team” if you play more than one sport
     o **Note: create a new password you will remember for future logins

Take a photo and then upload here: Make sure your photos are clear and legible!
Medical History tab
- Please add any medical red flags (i.e. asthma, heart conditions, disabilities, etc.) in “Other medical notes”
- It is CRUCIAL that you do not leave out any pertinent information
- Click “Save Medical History” THEN “Verify Medical History”
- Click “Add New Surgery” if you have had any past surgeries. If none, this section can be skipped

Insurance tab (should have been completed already upon logging in)
- If for some reason you were not prompted upon logging in, click “Add New Insurance” and follow the instructions listed above in step 3

Click “Save Athlete Information” or “Verify Athlete Information” to update
Contacts tab
- Click “Add New Contact and fill all highlighted boxes” (2 contacts preferred)
- Click “Verify Emergency Contact Information”
- **If there are no changes to your existing contacts, just click “Verify Emergency Contact Information”

Forms tab
- Click the drop down box “Form name” then select new
  - ALL 5 FORMS MUST BE COMPLETED AND SIGNED (Sign, type name, then click “sign”)
    1. Health History Form
    2. RUC Insurance Disclaimer *(Policy holder must also sign! If you are the policy holder of your insurance, sign twice)*
    3. HIPPA Release Form
    4. RUC Athletic Training Rules
    5. Concussion/ImPACT Consent

- Type full name
- Click “Sign”
- Click “Save”
  (*Note: Parent/guardian signature is only required for Insurance Disclaimer form if you are on their insurance)
6. **Click on “Immunizations/Paperwork” tab to confirm paperwork was submitted**
   - Once paperwork is completed, you will see the word “Submitted” and the date next to each form.
   - The “Paperwork Complete” box will be checked when they’re all complete.
   - The “Cleared to Play” box will be checked when AT staff collects and reviews all medical documentation, including physicals.
   - **Note: Immunization section does not need to be completed.**

7. **Juniors/5th YEARS ONLY: eFiles Tab (To be completed after you receive your physical)**
   - Select eFiles tab.
➢ Click “Upload Document” when you are ready to upload your **Physical Exam Form**
  o Select “Physical” as document type

After you successfully upload your document, you will see it at the bottom of the page.