

Policy #	Title: Club Sports Policies and Procedures Manual	Distribution: Athletic Training Department, PERD Administration, Club Sports
Effective date:	Revision date:	Last Reviewed:
Approvals: Director, Sports Medicine & Director, AT	Planned Review:	Reviewed by: AT Leadership

Addendum Tracking Page

Document Origination

5/28/2024

Disclaimer: This policy and procedures manual is intended to guide Club Sports and provide expectations regarding athletic training needs and student-athlete responsibility. This will not cover all situations and scenarios, additional requests asks, or sport-specific procedures may be made on an individual basis.

Club Sports Policies and Procedures

Introduction:

[Athletic Training Services](#) is comprised of licensed athletic trainers and sports medicine physicians, serving over 1,800 student-athletes participating on 24 varsity teams, 37 Club Sports, and Reserve Officers’ Training Corps. We provide prevention, evaluation & diagnosis, treatment, and rehabilitation of acute and chronic injuries, illnesses, and medical conditions for our patients.

Our Why: Collaborate to improve the lives of those we work with by advocating for goal-driven and impactful healthcare within our community.

Section 1: MEDICAL CARE

1.1 Care Eligibility:

Any student on an active roster supported by the Department of Physical Education, Recreation and Dance and recognized by [Club Sports](#), is eligible for athletic training services. Appointments may be made for illness, injuries, or other health care needs.

Students participating in an organization supported by the [Student Activities Office](#) are **NOT** eligible for Athletic Training Services although several of the organizations are sport, recreation, or exercise-related. These students should seek care from our colleagues in Primary Care at Student Health Services.

Students solely participating in Intramurals are **NOT** eligible for Athletic Training Services and should seek care through our colleagues in Primary Care in Student Health Services.

1.1a Consent to Treatment and Disclosure of Information/Acknowledgment of Risks and Waiver of Claim

Before receiving Athletic Training Services, students on the Active Club Roster must complete the [Consent to Treatment and Disclosure of Information as well as the Acknowledgement of Risks and Waiver of Claim](#) documents via the medical clearances tab in [Patient Connect](#).

Any participant under 18 years of age must have parental or guardian consent. The form in the appendix should be completed and signed by a parent/guardian and submitted to Athletic Training Services via [Patient Connect](#).

Participants in Rugby, Ice Hockey, Basketball, and Soccer (RIBS) complete this as a part of the Pre-Participation screening detailed later.

1.2 Accessing Athletic Training:

Athletic Training Services operates on a “by appointment” basis with walk-in care for non-emergent conditions based on availability.

The preferred method for requesting an appointment is online via Patient Connect messaging. ([Appendix A](#)).

Student-athletes who participate in Rugby, Ice Hockey, Basketball, or Soccer may use Patient Connect or schedule appointments directly with the Athletic Trainer who coordinates care for care for their sport.

1.2a Athletic Training Typical Hours:

- Monday-Friday 8:30 a.m. – 5 p.m.

1.2b Athletic Training Facility Phone Numbers and Location Instructions

- Case Athletic Training Facility 617-353-2746
- FitRec Athletic Training Facility 617-353-7377
- Agganis Athletic Training Facility 617-353-7326
- Directions to Each Facility ([Appendix B](#))

1.3 Injury/Illness reporting and notification to Athletic Training Services:

Athletic Training supports the following Club Sports policy in the [Club Sport Handbook](#), regarding injury reporting:

“If a member of the club is injured during a club-sponsored event (practice or competition) it is the responsibility of the member to report the incident to Athletic Training services so that the proper evaluations can be conducted if necessary. This should be done no later than the first business day following when the injury occurred. It is the responsibility of the club’s officer to follow up promptly with the club member to confirm whether this process has taken place.”

1.3a Injuries not during typical Business Hours/ No on-site Athletic Training Coverage

If a club sport athlete sustains an injury outside of typical business hours or in the absence of on-site Athletic Training coverage several options for care are available:

- Emergency Medical Technicians (EMT) are present during open hours of the FitRec facility and are stationed on the second floor at the West End of the building.
- Lifeguards are on duty during open hours as well as during events and practices if an emergency occurs in or around the aquatics area.
- For injuries occurring on campus but not in the FitRec facility that require further assessment or hospital transportation, students should follow that venue's [Emergency Action Plan](#) Call **BUPD at 617-353-2121** to coordinate care assistance.
- For injuries occurring off campus that require further urgent/emergent assessment or hospital transportation, students should contact Emergency Services by dialing **911**.
- If the injury is non-emergent and is determined to not necessitate immediate medical attention, refer to [Accessing Athletic Training](#) for details on how to seek out care with Athletic Training.

1.4 Inclement Weather Policies

Athletic Training Services developed [Inclement Weather Policies](#) for safe participation outdoors. All e-board members and Club Sports coaches should be aware of the Inclement Weather Policies.

For sports that do not have Athletic Training on-site coverage it is up to the e-board and coaches to ensure safe practices are followed.

For sports with direct Athletic Training coverage. Inclement weather policies will be communicated and enforced by Athletic Training Services. It is the responsibility of the e-board members and club sport coaches to ensure safe practices are adhered to. During competitions, the Athletic Trainer will discuss with appropriate stakeholders before the competition, about weather-related impacts, if there is a risk of inclement weather.

1.5 Return to Activity/Play Decisions and Independent Medical Care

Athletic Trainers and team physicians have unchallengeable medical authority in making medical decisions, included but not limited to return to play and medical clearance. Club Sport student-athletes, **DO NOT** have the right to make their own return to play decision. Patients who have medical conditions, managed by outside providers (i.e., physician, Physical Therapist), which prohibit, limit, or otherwise impact Club Sports participation, must be cleared by Athletic Training Services and/or team physician(s) before returning to/participating in any Club Sport physical activity. Regardless of outside clearance Athletic Training Services and Team Physicians make the final decision on participation status. This decision-making also includes population health and safety including weather-related event impacts.

1.6 Head Injury and Concussion

If a student-athlete sustains a concussion while participating in their sport (or unrelated to sport), it is their and their teammate's responsibility to alert Athletic Training Services of the injury. Educational material about concussions is available [here](#) for all student-athletes to learn more about concussions and related care. Post-injury care will be individualized based on the student-athlete's needs and informed by current best practice guidelines. Resources are available to help with and accommodate academic

responsibilities, but the student-athlete will be responsible for establishing plans with professors. Athletic Training Services is committed to promoting a safe sporting environment that focuses on reducing unnecessary head trauma, fair play, and proper technique. Student-athletes are encouraged to bring questions, comments, or concerns to Athletic Training Services for further discussion.

1.7 Secondary Excess Athletic Accident Insurance

Boston University purchases athletic accident insurance (secondary) for all active members of the 37 sponsored Club Sports. This is a secondary policy which provides coverage after the patient's health insurance (primary) has processed payment. Injuries, illnesses, and conditions resulting from participation in university-sponsored Club Sports events are eligible for coverage with the Athletic Accident Insurance policy. ***The patient will be responsible for payment of charges (co-pays, deductibles, coinsurance, etc.) not covered by the primary or secondary insurance policies.*** Coverage levels are NOT determined by Boston University or its insurance vendors. Insurance underwriters determine pricing for covered risks.

If a student-athlete sustains an athletically related injury while participating in their sport which will require medical treatment and may generate a medical bill, an Injury Claim form will be submitted on behalf of the student-athlete. Claims cannot be submitted for injuries sustained outside of club sport-sponsored participation, regardless of club sport affiliation. For example, if you participate in Club Basketball but sustain an injury playing intramural softball a claim cannot be submitted for that injury. Additionally, claims are only submitted for athletically related injuries that Athletic Training Services is aware of. Please see Injury Reporting Section [\(1.3\)](#)

Patients should first provide their primary and secondary health insurance information to each medical provider at treatment. In the event the patient receives bills for medical services rendered, these should be brought to the attention of Athletic Training Services or the Student Health Services (SHS) Insurance Coordinator. The SHS Insurance Coordinator can determine if the charges have been processed through the primary and secondary insurances.

FY25: The current vendor of the Athletic Accident Insurance policy is A-G Administrators.

1.8 Patient Right to Privacy

Though records at Student Health Services are considered educational and therefore are covered under [FERPA](#) privacy legislation that allows parents/guardians access to these records in some circumstances, privacy laws in the Commonwealth of Massachusetts allow protection of the confidentiality of these records. This policy applies to all forms of protected health information (PHI): electronic, written, and oral.

Section 2: STUDENT-ATHLETE HEALTH REQUIREMENTS

2.1 Pre-Participation Exam (PPE)

Student-athletes participating in **Rugby, Ice Hockey, Basketball, and Soccer (RIBS)** have additional medical requirements that must be completed before participating in any practice or competition. Only those student-athletes who have completed the medical clearance are eligible to participate in any practice or competition.

2.1a Incoming Student Athletes

Student-athletes participating in a RIBS sport, in their first year, must complete all the required steps of the PPE and be cleared for participation by Athletic Training Services before participation. ([Appendix C](#)).

2.1b Returning Student Athletes

Baseline medical clearance for participation is conducted every year, and RIBS student-athletes must be cleared by Athletic Training every year before participation.

2.1c Referral to Specialist Before Medical Clearance

In certain cases, patients will be referred from Athletic Trainers to team physicians or possibly specialists, for laboratory workup, advanced imaging, or other medical tests (i.e., cardiology referral). Patients must complete the clearance process as directed by Athletic Training and the team physician before participating in team activity. The Club Sport student-athlete is financially responsible for all costs associated with any bills generated not covered by insurance for referrals.

2.1d Medical Disqualification from Sport

In certain, uncommon, instances patients may present with medical conditions that make participating in athletics too risky for their long-term health. In these instances, patients may be medically disqualified by the team physician or medical director. This disqualification may be limited to specific sports, or it may be inclusive of all sports offered as determined by each specific circumstance.

The decision of medical disqualification lies solely with Boston University team physicians and the medical director, regardless of outside physician or health care provider clearance.

2.2e Timing of Pre-Participation Exam

All medical clearance appointments must be scheduled with Athletic Training. Athletic Training will communicate with e-board members, coaches, and athletics administration regarding mass preparticipation exam dates for each semester. Additionally, options for individual appointments with athletic training outside of mass PPEs will be communicated on an as-needed basis. Athletic Training cannot facilitate medical clearances during practice times, therefore anyone not cleared before the practice time WILL NOT be cleared to participate in ANY team activity including but not limited to non-contact and conditioning drills.

2.1f Non-RIBS Sports

Student-athletes participating in a sport that is not a RIBS sport are not subject to the Pre-Participation Exam. However, they must acknowledge they understand and agree with the Consent to Treatment and

Disclosure of Information as well as the Release, Acknowledgment of Risk, and Waiver of Liability when signing up on the team's online roster(see Section 1.1a). This is a required condition for participation in the Boston University Club Sports program and shall remain valid until revoked in writing.

2.2 Coach Responsibility for Cleared Athlete Participation (RIBS Sports Only)

Athletic Training Services will provide medical clearance lists to e-board members and Club Sport coaches. It is the coach's responsibility that only those who are clear participate. Participation includes all aspects of physical activity including but not limited to practice, competitions, conditioning, drills, calisthenics, and weight training that are with and without contact. At no time should non-BU students or athletes participate in practices or competitions representing BU.

2.2a Medical Clearance Lists from Athletic Training

Athletic Training Services will provide regular and routine lists of patients who have completed the medical requirements to participate. This compliance list will be sent via email to the e-board, coaches and Club Sports administration. The frequency will be daily (Monday-Friday) during the first two weeks of each semester. Lists will be provided as necessary following that point. Lists will be sent as of 5pm.

2.2b Coach Participation in Practice and Game Play

Coaches are not permitted to participate as players regardless of eligibility status. For example, if a coach is a graduate student and eligible to participate under the league rules, that coach may not participate as a player in competitions, as coaches aren't medically cleared through the PPE process. Facilitating drills, instructing, and game simulation during practice is appropriate.

2.3 Tryouts (RIBS Sports Only)

Perspective Club Sport student-athletes may participate in official tryouts within the first two weeks of the semester **BEFORE** completing the clearance process. Once selected for the team, or after the first two weeks of tryouts, whichever is sooner, the student-athlete must undergo the medical clearance process detailed above to participate in any further practices and games.

Student-athletes participating on teams with open rosters (i.e., Rugby) are not eligible for the tryout period and must first complete the clearance process before participating in any team activity including but not limited to practice, competitions, conditioning, drills, calisthenics, and weight training.

Section 3: Medical Coverage

3.1 Non-RIBS Sports Event Coverage

Athletic Training Services does not provide regular or routine coverage of non-RBS sports.

3.2 Rugby, Ice Hockey, Basketball, Soccer Event Coverage

In accordance with the Athletic Training Coverage and Care policy, Athletic Training Services will provide on-site event-level coverage for sanctioned practices and competitions at both home and away locations for Rugby, Ice Hockey, Basketball, and Soccer provided those events meet both of the following qualifications:

1. Events are known to Club Sports Administration and Athletic Training Services at least 72 hours in advance.
 - a. Events changed or not confirmed with Athletic Training Services before 72 hours of the event cannot be guaranteed medical coverage.
2. These events must have a Boston University-employed coach present for the duration of the event.
 - a. When a Boston University-employed coach is not present, it is considered a “Captain’s Practice” and Athletic Training will not provide medical coverage.

3.2a On-Site Coverage – Physicians

Per the Athletic Training Coverage and Care policy, team physicians may provide onsite coverage for Ice Hockey games and Rugby matches hosted by Boston University in which BU Club Sports teams are participating.

3.2b Captain’s Practices/Competitions

Captain’s Practices and competitions will **NOT** have athletic training coverage. These are defined as practices and competitions that do not have a Boston University-employed coach or member of Club Sports Administration present. All drills and activities during the Captain’s Practice/Competitions **MUST** be non-contact. To the extent possible, RIBS sports e-board members should notify Athletic Training in advance if a practice or competition will be a Captain’s.

3.2c Alumni Events

Athletic Training Services will **NOT** provide Athletic Training Coverage for Alumni events but the Club Sports Administration staff will coordinate EMT coverage for the event

3.2f Tryouts (RIBS only)

Athletic Training Services does **NOT** provide coverage during tryouts, EMTs should be scheduled to provide emergency medical coverage during tryouts and should be coordinated and managed by Club Sports Administration.

3.2e Outside Consultants/Organizations

If a Club Sport decides that they would like to invite or hire an outside organization to implement team training activities, strength and conditioning activities, or any practice-related activities, the outside consultants must be first approved by Club Sports Administration **AND** approved by Athletic Training Services. Athletic Training must have the information of the outside group no later than **2 weeks before** the outside group provides services. Athletic Training will communicate approval decisions to Club Sports Administration and RIBS-Sports e-board members within 5 business days of receiving the request. Club Sports coaches must still be in attendance for these sessions otherwise they will be Captain’s practices and Athletic Training will not provide medical coverage.

3.3d Alcohol and/or Drug Disclaimer

In the event Alcohol or Drugs are present or consumed by student-athletes during/before a sanctioned event Athletic Training will cease to provide coverage. This is not limited to Boston University teams but also encompasses opponents regardless of venue (home, away, and neutral site).

Section 4: Athletic Training Travel

4.1 Athletic Training Travel for non-RIBS Sports

Consistent with the coverage policy, Athletic Training does not routinely provide coverage for away non-RIBS teams.

4.2 Athletic Training Travel for RIBS Sports

Athletic Training plans to travel with RIBS sports for sanctioned away competitions and training trips. These trips may include local, domestic, and international destinations. Travel expenses (meals when applicable, lodging, flights, land transportation, etc.) to be paid for by the team or Club Sports Administration.

4.2a Local and Day Trips

The following information **MUST** be provided to Athletic Training Services for all off-campus events no later than **72 hours (3 days)** before the event via email for each event. This includes all neutral site and road events (i.e., Ice Hockey travel to BC or Northeastern is still required).

1. Team Affiliation
2. Dates of Game
3. Location of Travel
4. Number of Team Members Traveling
5. Number of Coaches Traveling
6. Mode of Transportation (i.e., Charter Bus, Flight, Vans, Rental Vehicles, Personal Vehicles, Public Transit)
 - a. If multimodal transit is used that should be communicated as well. (i.e., flight and vans)
7. Time Team is Departing Boston University
8. Time Team Plans to Arrive at Destination.

4.2b Overnight Trips

Club Sports' e-board members must request Athletic Training Travel **2 weeks (14 days) before the overnight trip** to determine availability. The following information must be submitted to the Athletic Training Club Sports Operations Team (ATCSOT) as a part of that request. Athletic Training will respond within 5 business days. Travel expenses (meals when applicable, lodging, flights, land transportation, etc.) to be paid for by the team or Club Sports Administration. The athletic trainer must have their own room in order to maintain the appropriate level of decorum and confidentiality with regard to Protected Health Information (PHI).

1. Team Affiliation
2. Dates Leaving and Returning to Boston University
3. Location of Travel
4. Number of Days of Competitions and Practices
5. Number of Competitions and/or Practices During the Trip
6. Number of Team Members Traveling
7. Number of Coaches Traveling
8. Mode of Transportation (i.e., Charter Bus, Flight, Vans, Rental Vehicles, Personal Vehicles, Public Transit)
 - a. If multimodal transit is used that should be communicated as well. (i.e., flight and vans)
9. Time Team is Departing Boston University
10. Time Team Plans to Arrive at Destination.

Section 5: Pre-Season Requirements (RIBS Sports Only)

5.1 Medical Meeting with Athletic Training

Before sanctioned team practices (excluding tryouts) the members of the e-board and all coaches must have a pre-season medical meeting with a member of Athletic Training Services. This meeting will be facilitated by the Athletic Trainer who coordinates care for the respective sport and may be virtual and/or face-to-face. This meeting must occur before Athletic Training Services provides coverage for practices or competitions.

This meeting will review Emergency Action Plans, Weather Policies, Injury/Illness Reporting Policies, and Communication Practices.

Further, this meeting will serve to set expectations of Athletic Training and of Club Sports athletes, e-board members, and coaching staff.

Section 6: Communication of Competition and Practice Schedules (RIBS Sports Only)

6.1 Communication of Typical Competition and Practice Schedules

Club Sports Administration will provide Athletic Training with typical practice schedules before each semester. E-board representatives for each respective sport will inform the Athletic Training Club Sport Operations Team of all scheduled games and practices. This should occur no later than the beginning of each semester, or as soon as possible following scheduling. (i.e., Spring Soccer Dalton Swing League). The typical schedule must be set for the semester no later than the second week of each semester. It is the responsibility of the Club Sports e-board members to ensure Athletic Training has an accurate and up-to-date schedule at all times.

Communication must occur by email and include the members of the ATCSOT as well as the Athletic Trainer who coordinates care for the respective sport. Text messages, phone calls, or other modes of communication are **NOT** acceptable for schedule communication.

6.1a Changes, Additions, Cancellations of Competition and Practices

When there is a change, addition, or cancellation of a game or practice, the e-board members must inform the ATCSOT as soon as possible. For additions, and changes (including instances where games or practice times change on the original day the event was scheduled for) ATCSOT must be informed no later than **72 hours (3 days) before** the changed or added event. This includes changes made by opposing teams or neutral sites. Athletic Training will not be able to guarantee coverage if those conditions are not met.

Communication must occur by email and include the members of the ATCSOT as well as the Athletic Trainer who coordinates care for the respective sport. Text messages, phone calls, or other modes of communication are **NOT** acceptable for schedule communication.

Appendix A

How to Make an Appointment with an Athletic Trainer

Making an appointment online:

- Log into [Patient Connect](#)
- Go to **Messages**
- Click **New Message**
- Select **Athletic Training Department (Varsity/Club Athletes)**
- Select **Request an Appointment**
- In the subject and concern box write **Requesting an appointment**
- Complete the rest of the form with as much detail as possible including all availability.

- An athletic trainer will review the request and send a message via Patient Connect regarding the appointment location and time.

Making an appointment as a Rugby, Ice Hockey, Basketball, or Soccer Athlete:

- Check with team e-board for specific contact information for the Athletic Trainer who coordinates care for your team.
- Contact the athletic trainer via the AT's preferred communication method (i.e., patient connect, email, text messaging,)
- Athletic Trainer cell phone numbers are listed [here](#)
 - Scroll to the bottom under **Phone Numbers**
 - Drop down **Staff**

Appendix B

Locating Athletic Training Services

Directions to FitRec Athletic Training Clinic: 915 Commonwealth Ave.

To gain entrance to the building, please enter via the main entrance to FitRec on Commonwealth Avenue. You will walk through the large glass doors and swipe in with your BU ID at the turnstiles just inside the doors to the right. Once through the turnstiles continue straight down the hallway on that floor until you reach our office. You'll walk past the rock-climbing wall, ping pong tables, locker rooms, and lockers. You'll enter our office through the double glass doors labeled with "Athletic Training Services" on the left. Once through the doors our office is directly on the left, please alert present staff to your arrival and take a seat in the available chairs just inside the doors. If you are unable to locate the clinic, please call **617-353-7377** for assistance.

Directions to Agganis Arena Athletic Training Clinic: 925 Commonwealth Ave.

To gain entrance to the building, please report to the Management Office at the corner of Commonwealth Avenue and Harry Agganis Way. This door can be found directly behind the golden statue of the football player at the base of the small set of stairs. It is labeled "Management Office - Agganis Arena". If the Management Office is closed, please call the clinic at **617-353-7326** for assistance.

You will need to present your BU ID and sign in with a member of the Management Office. Please tell them you are there for an appointment with Athletic Training Services. Once signed in, continue through the door in the rear of the office and follow the hallway to the left. Once at the stairwell, take it down

two levels and make a left at the bottom of the stairs (there is also an elevator accessible at this point). Our clinic will be down that hall on your left.

Directions to Case Athletic Training Clinic: 285 Babcock Street

To gain entrance to the building, please enter via Babcock Street. You will walk through the large glass doors adjacent to the “BU statue” at the base of Babcock Street. Once inside the doors make an immediate right and walk down the hallway labeled “Varsity Hallway”. Our clinic will be down that hall right before the elevators on your left. Please press the button outside the door to alert present staff to your arrival and wait outside the half door for a staff member. If you are unable to locate the clinic, please call **617-353-2746** for assistance.

Appendix C

Health Clearance Checklist for Club Sport Student Athletes –

First-time participation in RIBS Sport

Completing the following steps are required to become medically compliant before participation in Club Rugby, Ice Hockey, Basketball, and Soccer (RIBS) at Boston University.

1. Complete your online ATHLETIC SCREENING QUESTIONNAIRE – INCOMING form
 - a. Log into [Patient Connect](#)
 - b. Click Medical Clearance
 - c. Click the link for the ATHLETIC SCREENING QUESTIONNAIRE – INCOMING form.
 - d. Answer ALL questions and provide additional information to any YES answers.
 - e. Click Submit Final when the form is 100% complete.

2. Schedule an in-person Pre-Participation Exam (PPE) - *There will be two appointments necessary to be cleared. One with a BU athletic trainer and one with BU team physician.*
 - a. Log into [Patient Connect](#)
 - b. Go to **Messages**
 - c. Click **New Message**
 - d. Select **Athletic Training Department** (Varsity/Club Athletes)

- e. Select **Request an Appointment**
 - f. In the subject and concern box write **Requesting a Pre-Participation Exam - New** and complete the rest of the form including appointment availability.
 - g. An athletic trainer will review the request and send a message via Patient Connect regarding the appointment location and time.
-

Other Medical Documentation to Upload to Patient Connect

Please upload the following if applicable and/or available

1. Upload medical history documentation from your primary care provider. *(This includes general medical and orthopedic conditions)*
 - a. Scan the completed document to your mobile device or computer.
 - b. Log into [Patient Connect](#)
 - c. Go to **Messages**
 - d. Click **New Message**
 - e. Select **Athletic Training Department** (Varsity/Club Athletes)
 - f. Select Submit Medical Documentation
 - g. Select Add Attachment to upload the file(s)
 - h. In the message space, please type: Primary Provider Medical History
2. **Upload your Health Insurance Card** – *The state of Massachusetts requires all students to carry a health insurance policy. If you or your family carries a private policy, please follow these steps:*
 - a. Scan your insurance card to your mobile device or computer. You can take a clear/legible picture of the front AND back with your phone camera as well.
 - b. Log into [Patient Connect](#)
 - c. Select Insurance Card
 - d. Upload both the front AND back insurance card images

3. **Upload your Immunization record history.**
 - a. Print out and have your Primary Care Physician complete all pages of the [IMMUNIZATION REQUIREMENTS FORM](#). The packet is a requirement of Boston University.
 - b. Log into [Patient Connect](#)
 - c. Select Immunizations
 - d. Upload the above form.
-

Questions:

Healthcare Questions – send a secure message:

- Log into [Patient Connect](#)
- Go to **Messages**
- Click **New Message**
- Select the Athletic Training Department (Varsity/Club Athletes)
- Choose I have a general question for the Athletic Training Department.

General (Non-Healthcare) or PPE Process Questions – send a non-secure message:

- email to: pps@bu.edu.

Appendix D

Health Clearance Checklist for Club Sport Student Athletes –

Returning to participation in RIBS Sport

Completing the following steps are required to become medically compliant before participation in Club Rugby, Ice Hockey, Basketball and Soccer (RIBS) at Boston University.

1. Complete your online ATHLETIC SCREENING QUESTIONNAIRE – RETURNING form.
 - a. Log into [Patient Connect](#)
 - b. Click Medical Clearance

- c. Click the link ATHLETIC SCREENING QUESTIONNAIRE – RETURNING form.
 - d. Answer ALL questions and provide additional information to any YES answers.
 - e. Click Submit Final when the form is 100% complete.
-
2. Schedule an in-person Pre-Participation Exam (PPE) – *This will be for one appointment with a BU athletic trainer. From that appointment, if it is medically necessary or requested an additional appointment will be made with a BU team physician.*
 - a. Log into [Patient Connect](#)
 - b. Go to **Messages**
 - c. Click **New Message**
 - d. Select **Athletic Training Department** (Varsity/Club Athletes)
 - e. Select **Request an Appointment**
 - f. In the subject and concern box write **Requesting a Pre-Participation Exam - Returner** and complete the rest of the form including appointment availability.
 - g. An athletic trainer will review the request and send a message via Patient Connect regarding the appointment location and time.
-

Other Medical Documentation to Upload to Patient Connect

Please upload the following if applicable and/or available

1. Upload any NEW medical history documentation (*This includes general medical and orthopedic conditions*)
 - a. Scan the completed document to your mobile device or computer.
 - b. Log into [Patient Connect](#)
 - c. Go to **Messages**
 - d. Click **New Message**
 - e. Select **Athletic Training Department** (Varsity/Club Athletes)
 - f. Select Submit Medical Documentation

- g. Select Add Attachment to upload the file(s)
 - h. In the message space, please type: Primary Provider Medical History
 2. Upload your Health Insurance Card – *The state of Massachusetts requires all students to carry a health insurance policy. If you or your family carries a private policy, please follow these steps:*
 - a. Scan your insurance card to your mobile device or computer. You can take a clear/legible picture of the front AND back with your phone camera as well.
 - b. Log into [Patient Connect](#)
 - c. Select Insurance Card
 - d. Upload both the front AND back insurance card images
-

Questions:

Healthcare Questions – send a secure message:

- Log into [Patient Connect](#)
- Go to **Messages**
- Click **New Message**
- Select the Athletic Training Department (Varsity/Club Athletes)
- Choose I have a general question for the Athletic Training Department.

General (Non-Healthcare) or PPE Process Questions – send a non-secure message:

- email to: pps@bu.edu.

Appendix E

Athletic Training Club Sports Operation Team

Athletic Training Services has developed a Club Sports Operations Team to streamline communication to and from Club Sports. The ATCSOT is comprised of at least one member of AT leadership team and a member of the AT scheduling committee. The Athletic Trainer who coordinates care for each respective sport should also be included on all communication to Athletic Training.

Athletic Training will update Club Sports Administration, at minimum, on an annual basis the contact information for the ATCSOT as well as the Athletic Trainers coordinating care for each sport.