Mandatory Student Athlete Pre-Participation Procedures

All Ottawa University student-athletes must complete the following items for the Braves Athletic Training Department. This helps us collect mandatory pre-participation information including health history, emergency contact, and insurance information. Athletes will not be allowed to participate in any sport related physical activity including conditioning, practices and games until this information has been received in its entirety. Information received after August 1st might not be processed in time to clear athletes for the first few days of fall activities.

1. All student athletes MUST HAVE A CURRENT PHYSICAL. The preferred form is available online on the Ottawa University athletic page. Please note that an MD or DO must complete the physical as we are concerned about the quality of the cardiac screening. The completed physical can be mailed to: Ottawa University Attn: Jennifer Raybern 1001 S. Cedar # 7 Ottawa, KS 66067 or returned to the Athletic Training Room in the Hull Center for Athletics no later than August 1st.

2. All student athletes should go to http://athletics.ottawa.edu/sportware. Please note that you will only be able to access your profile if you are pre-enrolled in Fall 2009 classes. After each summer enrollment session, we will update the site allowing new enrollees to access and enter information into their profile. Please allow a few days for us to create those new profiles. You will log in using the following guidelines for user name and password: username is your complete student email address and password is your OU student ID#. If you do not know your student ID# you can call Chasity Murphy in the admissions office at 785-242-5200 Ext. 5421 and she will tell you what your ID# is.

- All student athletes must complete the Athlete Information Section. Make sure you complete all of the tabs at the top of each screen (approximately 7 screens) and all of the fields on each screen. This information will be kept confidential and used only by the athletic training department and team physicians for Ottawa University. Make sure you push submit at the end so that the information is saved. If you are not covered on a policy outside of the school, you will be required to purchase a student policy to serve as your primary insurance. If you have this school policy, put the OU School Insurance under name of policy and your information under policy holder.
- You may access your profile multiple times to complete all the screens if necessary but we need them to be completed by August 1st and prefer at your earliest convenience. If at any time during the year your information changes, please update your profile so that we have the most current information available.

3. All student athletes must provide a copy of both sides of their current insurance card. This can be mailed with the physical form or turned in with it (See # 1 on this list)

4. All students must complete an orthopedic screening and medical history review with the athletic training staff at OU. Most will do this during orientation in August but we will be announcing several evenings this summer that students can come and complete this process early to avoid the rush in August. Please check www.ottawabraves.com for the dates when they are released in May.

If you have any questions or problems with completing this information, please contact us in the training room at 785-242-5200 Ext # 5427 or email jennifer.raybern@ottawa.edu or chris.poskey@ottawa.edu

Thank you for your attention to this matter and your timely response. Please note that you will only be able to access your profile if you are pre-enrolled in Fall 2009 classes. After each summer enrollment session, we will update the site allowing new enrollees to access and enter information into their profile.

Sincerely,

Jennifer Raybern, MS, ATC, CSCS, PES
Head Athletic Trainer

Chris Poskey, MS, ATC
Assistant Athletic Trainer