

University of Charleston Welcome Letter

Dear Parent/Guardian and UC Student-Athlete,

Greetings from the Department of Athletic Training at the University of Charleston (UC). Our department is comprised of eight Certified Athletic Trainers working in a variety of ways to promote optimal medical care to student-athletes. If you are not familiar with athletic trainers, we are a team of devoted specialists in the prevention, recognition, evaluation, immediate care, day-to-day treatment, and rehabilitation of athletic injuries. This letter serves as an opportunity for us to share important and helpful information.

We strongly encourage you to contact your insurance company to notify them of the student-athlete's move to Charleston, WV. Many times an out-of-state waiver must be completed in order to cover medical expenses while away at college. The physicians listed below are the primary internal medical physicians used by the Department of Athletic Training. We encourage you to check with your insurance to see if they are within your network.

The Athletic Department maintains a secondary or supplemental insurance policy for intercollegiate student-athletes. Our secondary insurance policy covers medical costs incurred for the care of acute injuries that occur as a direct results of required participation in an intercollegiate activity that is supervised by a recognized member of the University of Charleston coaching staff only. **This secondary insurance policy is not utilized until all applicable medical bills have been submitted to the athlete's primary insurance. After both the primary insurance has been exhausted and a \$100 deductible has been paid either through the primary insurance or the student-athlete, remaining balances may then be submitted to the Athletic Department and accompanied by the primary insurance's Explanation of Benefits.**

The NCAA does not permit UC, or any college or university to provide personal medical coverage, or pay the bills incurred for expenses related to illnesses or conditions which are not sustained as the direct result of an **accident** in our intercollegiate sports program. **An accident is defined as an injury which occurs on a specific day during a specific time at an intercollegiate activity that is supervised by a recognized member of the University of Charleston coaching staff.**

We look forward to working with your student-athlete(s) this upcoming year.

Please do not hesitate to call us at any time should you have questions or concerns, as we are happy to help. Please find our contact information below as well as the University of Charleston athletic website at www.ucgoldeneagles.com and click on the Athletic Training link on the lower left. We recommend retaining this letter for future reference.

Sincerely,

Department of Athletic Training

Department of Athletic Training

University of Charleston
2300 MacCorkle Ave SE
Charleston, WV 25304
Fax – 304-357-4991

Primary Care Physicians

Tom Bowden, DO
Charleston Internal Medicine
3701 MacCorkle Ave. SE
Charleston, WV 25304

Responsibilities of the Student-Athlete

1. Arranging transportation to off-campus physician and rehabilitation appointments.
2. Report injuries and illnesses to the athletic trainer immediately.
3. Provide updated medical and insurance information, as necessary.
4. Completing a physical examination through the Department of Athletic Training.
5. Respect all members of the Department of Athletic Training, including team physicians, visiting athletic trainers, and students completing clinical education experiences.
6. Wear appropriate clothing during evaluations and rehabilitation (e.g., shorts, tennis shoes).
7. Arrive in the athletic training room with enough time to receive appropriate care (e.g., evaluation, rehabilitation, pre-practice preparation) so that you arrive on time for the next commitment (e.g., class, practice, game).
8. Refrain from using profanity, cell phones, food, drink, and tobacco products in the athletic training room.
9. Follow the guidelines and recommendations of the athletic trainer and/or team physician.
10. Returning all items signed out to them (e.g., ace wraps, crutches, braces).
11. Attend all practices and events, even when injured, unless excused by the athletic trainer or coach.
12. Communicate regularly with the athletic trainer.

University of Charleston Athletic Training

Signature Page

I have read the enclosed welcome letter containing insurance information and/or have spoken to the University of Charleston Athletic Training Staff regarding my questions and/or concerns (if I needed to do so) at the time of signing this document. I fully understand the insurance policies and procedures as outlined by the University of Charleston.

Parent/Guardian

Date

Student-Athlete

Date

Please remember to return this form with a copy of your insurance card, front and back, and all other forms in this packet by July 31. Student-Athletes will not be allowed to participate in their sport until all forms have been received by the Athletic Training Department.