

**Waiakea High School**  
**Athletic Health Care Program**  
**Master List Primer**

Rev. 10/15

This short page should give you an idea on how best to use the Master List of documents. The Master List contains the latest information we have in the Athletic Training Room (AT Rm) concerning an athlete's required forms. The first section describes how you can use the list to check in your athletes the first practice of the season.

First Day of the Season

1. Before you arrive at practice, print out a copy of the Master List from Google Drive.
2. Once you get to practice, take roll, and as you take roll, check for the athlete's name on the Master List and check them off in the Present column.
3. If their name is not on the list, they have not turned in their Physical Exam for Athletes nor their Consent, Release and Assumption of Risk form. Send them directly to the AT Rm to find out what the problem is.
4. If you found the athlete's name on the list, check the expiration date of the physical exam. If the date has past, or the form expires before the end of the season, they must get a new exam (before the expiration date).
5. Next, check the dates of the Consent form. It should read the current school year.
6. If there are any irregularities, send them to the AT RM to resolve the issue.
7. If the issue has been resolved (usually it means forms are incomplete or incorrectly completed), they will receive a small Forms Clearance Report from an ATC which clears them to play immediately.

Athletes Arriving After the First Day

1. Repeat the process above, except you should already have a Master List printed.
2. If they turned their forms in after the first day of practice, make sure they give you a Forms Clearance Report before they begin practicing.

Important Note

A player may not participate in any way with the team until both forms are complete and filed in the AT Rm. Do not accept forms from athletes and let them participate—the forms may not be complete, and therefore not viable in case of injury or illness.

If you have any questions concerning the above information, do not hesitate to contact a school athletic trainer for clarity.

[https://drive.google.com/open?id=1bH3f54dl\\_SwiJ8nfl3Sru7-7U\\_3NMIwNGuv\\_JKY9KIU](https://drive.google.com/open?id=1bH3f54dl_SwiJ8nfl3Sru7-7U_3NMIwNGuv_JKY9KIU)