



**Southwestern Assemblies of God University**

**Sports Medicine Department**

PRE-PARTICIPATION CHECKLIST FOR NEW SAGU ATHLETES

**Incoming New Athletes:**

1. Create Password for Sportsware Online (Instructions on pages 3-5 of this Document)
2. Complete Online Athlete Biography within Sportsware
3. Fill Out, Print, and Sign the following attachments:
  - a. SAGU Waiver and Release of Liability Form
  - b. SAGU Insurance Guidelines
  - c. SAGU Athlete Statement of Risk and Permission to Treat Form
  - d. SAGU Medical History and Physical Form
4. Provide a Copy of Insurance Card (both sides)
5. Read the following information on insurance requirements

**PLEASE NOTE: All forms must be completed and a Pre-participation Physical Examination Form and a Copy of Insurance Card (both sides) must be on file with the athletic trainer before a student-athlete will be able to participate in any form of practice or competition.**

**Please return completed and signed forms by mail to:**

Head Athletic Trainer  
Southwestern Assemblies of God University  
1200 Sycamore St.  
Waxahachie, TX 75165  
(972) 825-4671  
(972) 923-8158 fax  
[sdunn@sagu.edu](mailto:sdunn@sagu.edu)





Dear Student-Athlete, Parent(s), and/or Guardian(s):

Southwestern Assemblies of God University ("SAGU") would like to welcome you to SAGU Athletics! At SAGU, we strive to keep student-athletes healthy; but when injuries occur it is essential for us to have all the necessary information in their files to insure appropriate treatment can be provided and medical bills can be paid in a timely fashion. **It is the policy of SAGU that no student-athlete will be allowed to participate in any practice or competition until ALL online information and a physical examination and insurance verification has been completed and received by the athletic trainers in our Sports Medicine Department.** Therefore, it is mandatory that each athlete complete these forms in a timely manner.

SAGU maintains a **secondary policy** only for our varsity and junior varsity sports. Accordingly, all medical bills must first be filed on the student-athlete's primary insurance before SAGU's secondary insurance will pay on any medical bill. **It is for this very reason that we require every student-athlete to submit his/her primary insurance information prior to any participation (including a copy of both sides of his/her insurance card).** Should a situation arise where a student-athlete and/or their parent's do not uphold their obligation to ensure an accurate and timely filing of a claim, **SAGU reserves the right to refuse payment on any bill.** SAGU's secondary policy only covers injuries sustained while practicing or competing in scheduled hours supervised by the coaching staff of SAGU. SAGU's policy does **not** cover injuries that are sustained in summer or preseason workouts away from our campus. If an athlete has a pre-existing injury, the SAGU Sports Medicine Department will do all it can to manage the injury on campus, but future medical needs (involving pre-existing injuries or conditions) are not covered and will not be paid for by SAGU's secondary insurance.






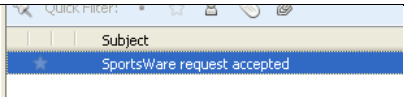
**Should your insurance policy change or terminate during the academic year, you must notify the SAGU Sports Medicine Department immediately. Failure to do so may result in the student-athlete and/or parent(s) being held liable for any charges incurred due to inaccurate insurance information.**

How to Join Sportsware Online

Prior to participating on a team SAGU, athletes must provide the Athletic Department with current address, emergency contact, insurance, medical alert and health history information. To expedite this process SAGU uses an online data entry system.



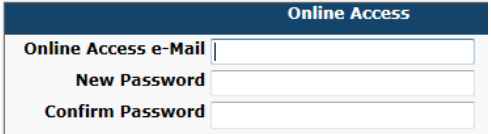
To enter your information, visit [www.swol123.net](http://www.swol123.net). The first time you visit the website you will need to enter your College or Personal email address and click Get Password.

## Joining SportsWareOnLine



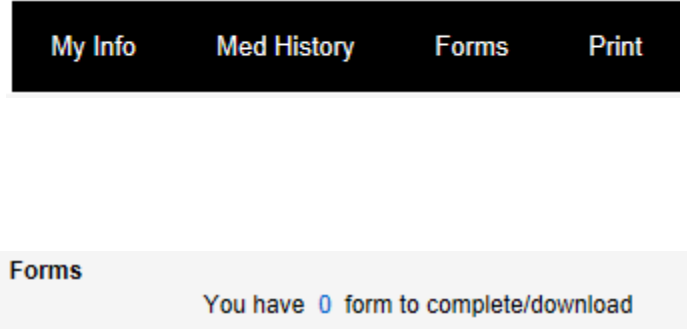
Instruction	Example
Go to <a href="http://www.swol123.net">www.swol123.net</a> .	
Scroll to the middle of the screen and click the <b>Join SportsWare</b> button.	
Enter your School ID  <i>You should have received a School ID from the athletic trainer. This is required to join the correct school.</i>	
Enter your First Name, Last Name, Email address and click the Send button.	
Your request to join SportsWare will then be sent to the Athletic Trainer for review.	
Once your request is accepted you will receive an e-mail with the Subject "SportsWare request accepted".  Open the e-mail	

<p>and click the <a href="http://www.swol123.net">www.swol123.net</a> link to continue to SportsWareOnLine .</p>	
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## Setting Your Password

Instruction	Example
<p>Go to <a href="http://www.swol123.net">www.swol123.net</a></p>	
<p>Enter your Email Address and click the <b>Reset Password</b> button.</p>	
<p>You will receive an e-mail with the Subject "<i>SportsWareOnLine Password Request</i>".</p> <p>Open the e-mail and click on the link to reset your password. Enter your e-mail address, new password and click the <b>Save</b> button.</p>	

## Updating Your Information

Instruction	Example
<p>Go to <a href="http://www.swol123.net">www.swol123.net</a></p>	
<p>Enter your Email Address and click the <b>Login</b> button.</p>	
<p>At the top of the page is the Menu Bar.</p> <p><b>My Info:</b> Update your address, emergency contact and insurance information.</p> <p><b>Med History:</b> Complete a Medical History questionnaire.</p> <p><b>Forms:</b> View/complete required paperwork. Note: SportsWare will also display "<i>You have ? forms to complete/download</i>".</p> <p><b>Print:</b> Print My Info and Medical History data.</p>	

Thank you for your prompt help. If you have any questions, please contact Head Athletic Trainer Stuart Dunn, LAT at [sdunn@sagu.edu](mailto:sdunn@sagu.edu)