Congratulations on being invited to preseason camp. Please read everything in this letter and print it for your records.

**IN ORDER TO ATTEND CAMP the following must be completed by FRIDAY, JULY, 27th:**

- Online Registration & Payment (see below for Instructions)
- Online Athlete Portal completion for Athletic Training Requirements (see below for instructions)

If you are not registered by July 27th, your name will be removed from the list and your invitation to preseason camp will be revoked. If you have decided not to play please email or call Coach Bergen to inform her of your decision.

- Email: jbergen@westfield.ma.edu, telephone (860-899-7677)

**HOW TO REGISTER FOR PRESEASON FIELD HOCKEY CAMP**

**ONLINE FORMS**

- Complete the online Field Hockey Registration:
  westfield.ma.edu/tickets - This will take you to University Tickets where you will register and purchase your practice clothing:
  1. Click Team Registration
  2. Choose Field Hockey Registration
  3. Choose Login
  4. Choose Westfield State Community
  5. Choose WSU Login – using your My Westfield account information (sent to new students in the mail from Admissions)
  6. Choose one ticket and Add to Order
  7. Check Out
  8. Enter in the Students First and Last name, clothing sizes, email address and then enter in credit card number and continue to Check Out.

- Complete the Medical Requirements for Athletic Training:
  1. All Student-Athletes must have a Physical within six months of the first practice, per NCAA policy. All student-athletes, including returning student-athletes, must have a new physical each year. Physical and immunizations must be uploaded on to the ATS web portal.
  2. Please note you must also send a hard copy of your physical and immunization forms to Westfield State University's Health Services.
  3. For the ATS web portal go to: https://www.atsusers.com/atsweb/login.aspx?db=atswsc
5. The online process includes general information, medical history, insurance information, emergency contacts, electronically signing forms for pre participation, assumption of risk, notice of privacy practices, insurance acknowledgement, sickle cell waiver (optional if you are not submitting trait results), concussion acknowledgement, hazing acknowledgement, and uploading of your physical, immunizations, and sickle cell trait.

6. These requirements be completed for the Westfield State athletic training staff before you are eligible to practice and participate in intercollegiate athletics.

Please read if you have been diagnosed with ADHD:

**ADHD (Attention Deficit Hyperactivity Disorder) NCAA Policy**

If a student-athlete is being treated for ADHD by a doctor/mental health professional, he/she must provide the following information to the Athletic Trainers:

1) Description of the evaluation process which identifies the assessment tools and procedures.
2) Statement of the Diagnosis, including when it was confirmed.
3) History of ADHD treatment (previous AND ongoing)
4) Statement that a non-banned ADHD alternative has been considered if the stimulant is currently prescribed.
5) Statement regarding follow-up and monitoring visits.

Please see the athletic trainers if you or your physician requires clarification on what materials need to be provided. This information will be provided to the NCAA in the event of a positive drug-test. Please contact the Athletic Training staff if you or your physician need additional clarification on what materials need to be provided.

Cheryl Lee, Head Athletic Trainer
Email: clee@westfield.ma.edu Telephone: 413-572-5418

**ADDITIONAL INFORMATION**

**MOVE IN: TUESDAY, AUGUST 21st**
- If you are an on-campus resident, you will be moving into your permanent room. Please report to the resident hall that you will be living in at 2:00 p.m.
- If you are a commuter student, you will not be required to live in the Residential Halls on campus during preseason. Please contact Coach Bergen if you have any questions or need a room on campus.

**REPORT: Tuesday, August 21st**
- All student-athletes must report to the Woodward Center Front Desk at 3:30 p.m. on Tuesday, August 21st.

**MUSCULOSKELETAL EXAM**
- After the initial meeting is complete, you will be instructed to see the Athletic Training staff for a musculoskeletal exam in the Woodward Center. (Please wear shorts and a t-shirt for this session).
FIRST PRACTICE
➢ Tuesday, August 21st after dinner

MORE INFORMATION:

1. Student-Athletes may want to bring one pair of shoes for natural grass and one pair for athletic field turf. Metal tips are NOT allowed on the field turf.
2. Coaches may make cuts at their discretion any time during preseason, at which time cut players will be required to leave camp.
3. Student-athletes (1st, 2nd, 3rd, or 4th year) are allowed to bring cars to preseason and park in lots designated for students. Access to these cars/keys may be denied throughout camp depending on team rules.
4. Student-Athletes will not be allowed to leave campus during preseason camp unless approved by the coach.
5. Three meals per day are provided during preseason and are mandatory unless you have been excused by your coach. Please do not arrive early. You must check in with a member of the Athletics Department. Shirts and shoes are required. You are responsible for cleaning up after yourself.

If you have questions or concerns, please call Coach Jessica Bergen or the Department of Athletics:

Coach Bergen  
jbergen@westfield.ma.edu  
Cell 860-899-7677

Department of Athletics  
413-572-5405