



## Incoming Student-Athlete Instructions

Dear Student-Athlete:

Welcome to the Bulldog Family! Before you can participate as a Wingate University student-athlete, there are a few things that we need you to take care of in order to ensure eligibility for NCAA athletics. This document will describe everything you need to do before you start practicing or competing as a Wingate University athlete. It will also provide the deadlines as to when we need you to complete these items. The following items need to be completed only if you will be a member of a varsity athletics team at Wingate University.

The Office of Compliance and Department of Sports Medicine require the following items to be completed before you arrive on campus:

### Compliance:

- Register with the NCAA Eligibility Center
- Obtain final amateurism certification through the NCAA Eligibility Center
- Obtain final academic certification through the NCAA Eligibility Center
- Finalize any items found under your “assigned tasks” tab through the NCAA Eligibility Center
- Complete Compliance Forms

### Sports Medicine:

- Provide a copy of your physical to the Department of Sports Medicine
- Provide a copy of your primary insurance card to the Department of Sports Medicine
- Complete the registration and all paperwork associated with your BlueOcean Portal Account

AFTER May 9, 2017 but before August 1, 2017

## Compliance Tasks:

The following is a detailed instruction of the tasks listed above for the Office of Compliance:

1. Register with the NCAA Eligibility Center (EC) as soon as possible. Please go to [www.eligibilitycenter.org](http://www.eligibilitycenter.org) and register with the NCAA EC. Please note that there is a \$80 charge to register. If you qualify for the SAT/ACT fee waiver, you may qualify for the NCAA EC registration fee waiver.
2. Obtain a final amateurism certification. To do this, log on to your [www.eligibilitycenter.org](http://www.eligibilitycenter.org) account and click the red button on your homepage that states “request final amateurism”. The NCAA EC may ask you specific questions. If you are asked any questions, please make sure you answer truthfully and accurately. This is due as soon as possible starting April 1, 2017.
3. Obtain an academic certification. To do this, have every high school that you have ever attended send transcripts to the NCAA EC. If you have taken an online course through your high school, please contact your high school guidance counselor to determine if a grade report needs to be sent separately for the online course. Additionally, upon graduation you **MUST** send an additional transcript to the NCAA EC that has your high school graduation date on it. Lastly, you need to have your ACT or SAT test scores sent to the NCAA Eligibility Center. You can do this by logging on to your [www.collegeboard.org](http://www.collegeboard.org) account and request to have your test scores sent to the NCAA EC by using code 9999. Test scores must be sent to the EC via the College Board only. There is typically a \$10 charge if you did not have them sent the day of the examination and can take upward of two weeks to process. This is due as soon as possible but no later than August 1, 2017.
4. To finalize any additional tasks with the NCAA please log on to your [www.eligibilitycenter.org](http://www.eligibilitycenter.org) account and click the “assigned tasks” tab. Complete anything listed under this tab. This is due as soon as possible but no later than August 1, 2017.
5. Compliance forms are forms the NCAA requires each student-athlete to complete before they are eligible for practice or competition. On August 1, 2017 you will receive an email through your Wingate University email address directing you to complete these forms. The email will instruct you on how to log on to a system called ARMS where you will be able to complete the compliance forms. Please note that a Wingate email address will not be created for you until you have paid your Wingate University deposit. Therefore, you will not be able to complete your compliance forms unless you have paid your deposit.

For more information regarding the compliance tasks please contact:

Corey Villas  
Assistant Director of Compliance  
Office: (704) 233-8262  
Email: [c.villas@wingate.edu](mailto:c.villas@wingate.edu)



## Sports Medicine Tasks:

The following is a detailed description of the tasks listed above for sports medicine.

1. Each student-athlete is required to have primary medical insurance that covers athletic related injuries. To complete this task the Department of Sports Medicine needs to have a front and back copy of your insurance card. This is due as soon as possible, but no later than August 1, 2017. If you do not currently have a primary insurance policy please contact Kristy Lazicki (k.lazicki@wingate.edu) to go over possible insurance plans which can be purchased through Wingate University. You can send your insurance card to the Department of Sports Medicine by any of the following methods:

Email: [t.singleton@wingate.edu](mailto:t.singleton@wingate.edu) or [k.lazicki@wingate.edu](mailto:k.lazicki@wingate.edu)

Fax: (704) 233-8295

Mail: Wingate University Sports Medicine  
Campus Box 5002  
Wingate, NC 28174

Attach in Blue Ocean: Attach to BlueOcean Portal a picture of the front and back of your insurance card.

2. Per NCAA rules, we MUST have a physical date within six months prior to your start date with collegiate athletics. Wingate has determined that ALL physicals must be signed and dated by a Physician, Physician Assistant or Nurse Practitioner on or after March 22, 2017. Student-Health is requiring that all incoming students provide a physical as well. You may turn in the same physical to both Sports Medicine and Student Health as long as it is on or after March 22, 2017. **(Currently, there is no system that allows items in Sports Medicine to share with Student Health, so there will be some duplication of information. However, the information we typically request is slightly more detailed in nature than that from Student Health. We are working on a way to make this more streamlined. Once that process is available, we will communicate that to you.)**

3. BlueOcean Portal is the online medical records system that our sports medicine team utilizes to track medical injuries and illnesses. After May 9, 2017 you need to set up an account; to do this refer to the letter and instructions found at the following website:

[http://www.wingatebulldogs.com/sports/2011/5/9/GEN\\_0509115704.aspx](http://www.wingatebulldogs.com/sports/2011/5/9/GEN_0509115704.aspx)

On this website there are three items for you to review:

1. Portal Letter: describes what needs to be filled out
2. Portal Instruction: detailed visual instructions
3. Portal Access: Actual link to the portal
4. **Impact Concussion Testing: (please complete even if you have already completed this in high school)**

**(Again, here you will be asked to fill out a Medical History Form. You will be asked for similar information from Student Health. They are not the same document.)**

For more information regarding the sports medicine tasks please contact:

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