

## Frequently Asked Questions about the Athletic Clearance Process

**Q:** What is “Athletic Clearance”?

**A:** Athletic clearance is a process required by the CIF (the governing body for high school sports and activities in California) which includes obtaining a physical assessment/clearance from a health practitioner, providing contact and medical information, and signing statements acknowledging the risks of participating in sports, etc.

**Q:** What is AthleticClearance.com?

**A:** It is a secure website used by many schools to collect information and documents from their student-athletes in order to satisfy their state’s requirements for participation in high school sports and activities. Parents/athletes create an account to access the website and then create clearances for their chosen sport(s). Schools then review the clearances created by the parents/athletes and “clear” them for participation if they have met all of the requirements. By collecting all required information through AthleticClearance.com, school administration and coaches will have immediate access to your current contact and medical information in the event of an injury. The online system also streamlines the clearance process for families with more than one student-athlete and makes the process easier in the years to follow.

**Q:** When should I complete my Athletic Clearance?

**A:** The best time to complete your Athletic Clearance for the following school year is May or June (for all sports you want to play). Many sports have summer programs and/or tryouts, and since you must be cleared before you can participate, it is best to complete your clearances during those months. Athletes are encouraged to attend “Physical Day” which is held at Body Logic each year in May. It is an easy way to fulfill the physical requirement (for a minimal fee) and raise funds for WHS Athletics.

**Q:** Where do I get the school’s physical form and what do I do with it after I get my physical?

**A:** The physical form can be obtained from the Athletics office, printed from [www.westlakeathletics.com](http://www.westlakeathletics.com), or printed from your account at AthleticClearance.com. Once completed, it must be uploaded to the physicals section of your online clearance (detailed instructions for this can be found in the “Athletic Clearance Instructions” document). You do not need to turn in a hard copy of your physical to the Athletics Office.

**Q:** What if I do not have a physical when I am creating my online clearance?

**A:** Click “save” to skip to the next step. You may return to your clearance at a later date to upload your completed physical. Once you upload your physical to one clearance, it is applied to all of your clearances.

**Q:** Since all information is collected online, is there anything I need to turn into the Athletics office?

**A:** Yes, the confirmation/consent document that appears at the end of creating your clearance must be printed, signed, and turned into the Athletics office.

**Q:** If I get cleared for one sport, am I cleared for all sports?

**A:** You will only be cleared for the sports you created online clearances for and gave consent to on the confirmation/consent document. If you decide to participate in additional sports later, you will need to create new clearances and submit another confirmation/consent document for the new sports.

**Q:** Once I am cleared for my sport(s), am I cleared for the whole school year?

**A:** No. If your physical expires during the school year, you will no longer be cleared to participate in your sport(s). You must upload a new physical in order to be cleared again. Please notify the Athletics Department if you upload a new physical so we can review it and clear you again. We do not get notifications when new physicals are uploaded. **\*\*NOTE—Physicals are valid for one calendar year.**

**Q:** I’ve completed everything online and uploaded a physical, but my clearance still says “uncleared.” What am I missing?

**A:** You may not be missing anything. This system is not completely automated. Athletic personnel must review each clearance that is submitted, make sure the uploaded physical is valid (not expired, on the correct form, etc), and verify that the confirmation/consent document has been turned into the Athletics office. If the clearance meets all of those criteria, then the student will be cleared to participate. Athletic personnel can only clear an athlete for one sport at a time, so some time may pass between being cleared for each sport. You will get an automated email when you have been cleared for a sport.

**Q:** I created my online clearance and uploaded my physical, but I did not print the confirmation/consent document. What do I do?

**A:** You can access the confirmation/consent document at any time by logging into your account and then clicking on the “view” link under the “confirmation” heading of the clearance. You can then print it and submit it to the Athletics office.

**Q:** I was cleared for my sport last year, and my physical has not expired, am I still cleared to participate this year in the same sport?

**A:** No. Though you will not need to get a new physical until the old one expires, you still need to create a new clearance for the new school year and submit a confirmation/consent document. **\*\*NOTE—All clearances expire at the end of the school year regardless of the physical date.\*\***

**Q:** Do I have to create a new AthleticClearance.com account each year?

**A:** No, You do not have to create a new account each year, but you do need to create new CLEARANCES each year. The same account can be used for multiple students for multiple years. This is why it is a good idea for PARENTS to create the account instead of students. Be sure to remember your login information so you can easily access your account to update information as it changes or create new clearances as needed.

**Q:** I created a duplicate clearance for the same sport. What should I do?

**A:** If you create a clearance that you do not need (duplicate clearances, decided not to play a sport, etc) and the status of the clearance is “uncleared”, you can delete the clearance by clicking on the red “X” to the far right of the clearance. If the status of the clearance says “cleared”, it must be deleted by the Athletics Department.

**For any other questions regarding Athletic Clearance, please contact the Athletic Department at**

**805-497-6711 ext. 1013**