

[Site name/event/camp name/tournament]
[Address]
[Contact information for event coordinator]

Dear [Insert Name of Physician],

[Name of group holding the event] would like to invite you to become a member of our athletic health care staff for the [name of event/camp/tournament]. [Name of event/camp/tournament] will be held at [location] on [date] from [times of event]. In the state of Pennsylvania licensed Athletic Trainers may only provide athletic training services under the direction of a licensed physician. In volunteering your time, you would oversee all athlete care provided by the athletic training staff during [name of event].

As the licensed physician for [name of event/camp/tournament] you would be responsible for providing the licensed athletic trainers with standing written orders and communicating an authorized standard of care to all members of the athletic health care staff, including the athletic trainers, athletic training students, and event coordinators. During [event name] the licensed athletic trainers will be responsible for emergency care and preventative care. Emergency care would include first aid and CPR, wound care and management, evaluation and treatment of injuries, assessment of return to play, and referrals for injury treatment that is outside our scope of practice. Preventive care includes taping, wrapping, or padding techniques, stretching, and superficial heating or ice application. All skills listed above should be included in your written orders.

Performing the duties of overseeing physician is a wonderful opportunity to become involved with athletes and the community. Even though it is a short term event, we would like to provide your practice with advertisement during [event name/camp/tournament] out of gratitude for your help and support. The overall health and well-being of our athletes is our first priority which is only possible with your cooperation and communication. Our goal is to ensure that we provide all of our athletes with a successful health care system. Please contact us with any questions or comments. Thank you for your time.

Sincerely,

[Athletic trainer's name and credentials]
[Location address]
[Contact information]