Competition Registration Checklist

1. **Complete Athlete Medical Forms** *(must be renewed every three years)*
   - Area/Delegation Code/Delegation Name
   - Athlete Information - completely fill out
   - Double check age and date of birth
   - Parent/Guardian Information - completely fill out
   - Athlete Medical Information - completely fill out
   - Athlete Medical History - completely fill out and go over with licensed medical professional
   - Medication Information
   - Athlete & Parent/Guardian Signature and Date - **required**
   - Athlete Physical to be completed by licensed medical professional
   - Physician Signature and Date - **required**
   - Further Medical Evaluation Form - only if athlete has not been cleared on p.5

2. **Copy Athlete Medical Forms and Submit on or before Area Medical deadline.**

3. **Complete a Sport-Specific Team Evaluation Questionnaire** *(for team sports only).*

4. **Complete Sport-Specific Forms, if Necessary.** *(Equestrian Liability Team Rosters Release, Negative Coggins, Aquatics Liability Release, Tennis Rating Form, etc.)*

5. **Complete Athlete Entry Forms.**
   - Delegation Code/Delegation Name
   - Sport
   - Unified Sports® - only identify Unified® partners with an “X” *(not traditional athletes)*
   - Number of Athletes/Teams
   - Athlete Information - completely fill out
   - Event code (Download the Event Codes sheet for code)
   - TEAM ID: Link all teams, partners and relays with a Team ID (e.g., 01, 02)
   - Time/height/distance/weight
   - Total

6. **Complete the Chapter-Generated Delegation Personnel Entry Form** *(that you received from the Director of Volunteer Services)*

   **Registration Process**
   - A chapter-generated form will be mailed out a minimum of three weeks prior to the chapter Games entry deadline to the HoD of every delegation that attended last year’s event. If your delegation did not attend a specific chapter Games last year, but plans to attend this year, contact the Director of Volunteer Services (dir_volunteer.chp@sotx.org) to get your chapter-generated Delegation Entry Form.
   - HoD will use the latest chapter-generated Delegation Personnel Entry Form for his/her specific delegation detailing who is currently eligible to attend as a delegation volunteer.
   - HoD will complete as usual the following areas on the Delegation Personnel Entry Form:
     a) the delegation summary tables and b) the delegation information table.
   - HoD will indicate every person who is attending an event by marking their official role code in the box to the left of the person’s name - refer to Section N of the SIG for complete list of official role codes.
   - Make sure that all information is provided as needed.
   - Make sure to list your delegation personnel by legal names rather than nicknames. For example, the chapter database would have John Woods, not Bubba Woods.

7. **Count up the five following groups by gender:**
   - SO athletes, minor Unified® partners, adult Unified® partners (not chaperoning), adult Unified® partners (also chaperoning), and all remaining adult personnel. See Section N of the SIG for personnel/chaperone requirements.