Competition Registration Checklist

Special Olympics *Texas*

_____ 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.