Competition Registration Checklist





____ 1. Complete Athlete Medical Forms (must be renewed every three years)

- O Area/Delegation Code/Delegation Name
- O Athlete Information completely fill out
- O Double check age and date of birth
- O Parent/Guardian Information completely fill out
- O Athlete Medical Information completely fill out
- O Athlete Medical History completely fill out and go over with licensed medical professional
- O Medication Information
- O Athlete & Parent/Guardian Signature and Date **required**
- O Athlete Physical to be completed by licensed medical professional
- O Physician Signature and Date required
- O 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.

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