## **PARENTS and COACHES** – please follow these steps filling out, then SAVING in PDF file.

ATHLETE REGISTRATION FORM <b>Special Olympics</b>	< NEW: <u>PDF allows TYPING most info</u> . If you must do it by
National Special Olympics Program SOTX Delegation: 10 LEW	hand, WRITE LEGIBLY or it may have to be re-done
Are you a new athlete to Special Olympics or Re-Registering?	True story from a parent: At State Games, athlete was
NEW '22 - TYPE IN BLUE BOXES- easier and more legible than handwriting!	having possible heart attack. Coach gave EMTs the medical
	form, they hand it back and say "WE CAN'T READ
First Name: John Middle Name: Maurice	MEDICATIONS THEY ARE TAKING! WE NEED TO KNOW
Last Name Carson Preferred Name: Kit	BEFORE TREATING HIM!"

## So don't fill it out like it's a "chore" - fill it out like your child's life depends on it...because one day it might!

You'll have to print out form, even if you Type your portion, to bring Blue pages to DOCTOR. PLEASE Do NOT print it out as "2-sided". Makes it difficult to scan all the pages into a single PDF file later on. Print each page on its own sheet of paper.

Give originals to Coach, keep copy yourself. If you CAN Scan all pages into one PDF file, must follow these steps:

- 1) Scan pages in same order they are in blank template, and ensure they feed straight. Refer to images below.
- 2) CHOOSE Scan Resolution small enough so File Size is 3MB or less, but info is legible and not "grainy". Test Scan for file size and legibility, adjust from there. Man email programs limit attachments to 20 MB total; if all Medicals are 7 - 9MB in size, can only attach 2 or 3 Medicals per email... and they may be too large to keep all team's medicals on cell phone.

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is to be completed and signed if the physician on page three <u>does not clear</u> the athlete and indicates further evaluation is required. only needs Athlete should bring the previously completed pages to the appointment with the specialist

Examiner's Name:

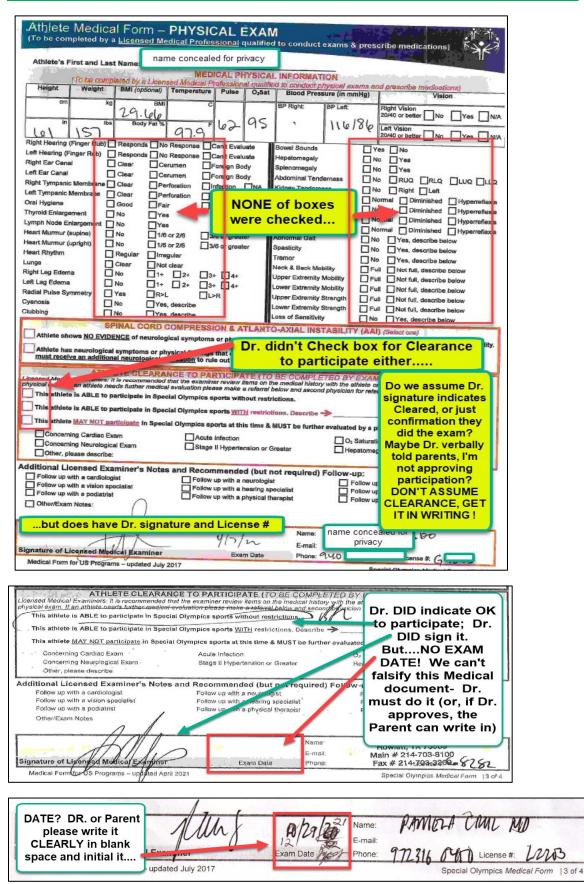
Specialty:\_

says "PAGE 4 of 4" at bottom of page

it right **BEFORE** you leave their office!

only if it has all 6 (or 7<sup>th</sup> optional) pages shown at left.

EXAMPLES of MISSING or ILLEGIBLE INFO - PARENTS, MAKE SURE IT'S ALL COMPLETE BEFORE SUBMITTING TO YOUR COACH OR IT WILL DELAY YOUR ATHLETE'S PARTICIPATION. We must comply with SOTX regulations. COACHES, DON'T SEND TO RENAE / LARRY / MARY ETC. TILL ALL DONE RIGHT PLEASE.



Renae Carswell will be the keeper of all Medicals, just as John Carson was. But she will have help as follows: Elisabet DaSilva will call & email monthly, all athletes who will soon have expired Medicals for all Medicals. Larry Lindahl and Mary Trosko will get Medicals from coaches, and scan them into PDF files for Renae.

## EACH COACH WILL BE RESPONSIBLE TO DO FOLLOWING, FOR ATHLETES ON THEIR TEAM:

- Prior to season, review Medical Expiration List, notifying families when new Medicals are needed.
  - If they answered Elisabet's call, that should reduce no. of athletes you must contact.
- Emailing them the latest Medical Blank 7 page template (as of Sept of 2022).
- Emailing THIS file to them so they know what's required.
- Tell parents, whether they choose to Scan into a PDF themselves, or give us hard copies for us to scan, they need to give Coach the ORIGINALS. They can make copy for themselves, or we can email them the PDF.
- REVIEWING their completed Medical for missing or illegible info, before sending it on. Suggest you do this when they give it to you, so you can hand it back for corrections. Look for:
  - Legible DOB, email address, phone nos., Medical info, Medications list, emergency contacts, etc.?
  - Signatures on pages 2 (Release) and 3 (Waiver) ?
  - Page 6: Dr. Signatures, License, Phone, and DATE of Exam? Circle/check Approval to participate?
  - If parent sends coach PDF, is it 3MB or less? In correct page order?
- EMAILING COMPLETED MEDICALS to Area 10 director, PER SOTX STEPS below. Copy Renae, Larry, Mary, who will ensure other coaches have access to Medicals in future seasons.

## THESE ARE SOTX REQUESTED STEPS for EMAILING MEDICALS:

They get HUNDREDS of updates prior to each Area or State Game, this helps them process them faster, and give us credit for sending them in. Helps US by having no delays for entering our Athletes.

- 1) EMAIL TO AREA 10 DIRECTOR. (Nov '22 = Anjelica Lisauckis. <u>alisauckis@sotx.org</u>)
- 2) TYPE OUR DELEGATION CODE and NAME in SUBJECT LINE of EMAIL like this:
  - a. 10 LEW Lewisville ISD Special Olympics (don't use LISD- Lubbock is also LISD)
- 3) TYPE NAME OF ALL ATHLETES IN BODY OF EMAIL, for which you have attached Medicals.a. This is so they can do a "search" of their inbox and find it if needed.
- 4) Don't forget, Please copy RENAE CARSWELL, Larry Lindahl, and Mary Trosko