



Special Olympics Southern California: Athlete Registration Cheat Sheet

Athlete Forms (Originals Only, No Faxes/Scans/Copies):

Medical: Must be the two page medical form with all signature areas (Section B & C) signed and Doctor's Section (Section C) completed. Medical expires every three years.

Consent: Must be most current consent form (updated 9/20/10 and after) with parent's signature portion on top and athlete's signature portion on bottom. Athletes 17 years and under require a parent/guardian signature. Consent does not expire.

Medical Release for Athletes with Down Syndrome: Required for all athletes with Down Syndrome who is expected to participate in one of the following sports activities: Diving start in AQ, High Jump, Soccer (Football), Butterfly Stroke in AQ, Pentathlon, and Gymnastics.

Athlete Code of Conduct: Required for all Special Olympics Athletes.

Athlete Form Workflow:

Form received by Program from Parent → Program checks form for completeness & makes copy for their files → Program mails form to Chapter in envelope marked "Athlete Services" → Chapter sends confirmation email form was received → Chapter enters information & scans form into GMS → Athlete is marked Active & able to participate in SO events → Program disburses copy of Athlete Medical to athlete's coach.

Updating Athlete Census Information:

- Go to athlete's record in GMS and select "Certifications" tab.
 - o If existing Census is there, click on it to view Census Certification
 - Scroll down to appropriate year & click o drop down arrow next to "Training" to enter which sports the athlete has trained in.
 - You do not need to enter the sports the athlete completed in.
 - Scroll down to appropriate year & click on drop down arrow next to "Roles Played" to enter which person type athlete has acted as.
 - o If no Census is present, click on "Add Certification" and select "Census"
 - Scroll down to appropriate year & click o drop down arrow next to "Training" to enter which sports the athlete has trained in.
 - You do not need to enter the sports the athlete completed in.
 - Scroll down to appropriate year & click on drop down arrow next to "Roles Played" to enter which person type athlete has acted as.

Tips:

- Run "Expired Registration Form Report" (see SOSC Intranet GMS Quick Guides) each month to see which athlete forms will expire the following month.
- Consent forms do not expire unless there is an expiration date listed in GMS. You do not have to send in a new Consent with the updated Medical if the Consent does not expire.
- Update athlete's Census throughout the season to save time at the end of the year.
- Any updates to the athlete's contact information should be sent into the Database Coordinator so they may update GMS.