

Athlete Paperwork

Program Year 2023-2024

Special Olympics



What's new for 2023-2024



- DocuSign option for submitting athlete paperwork is ending
- Communicable Disease Waiver – new look and Spanish form
- Revised Eligibility Statement
 - Can be viewed at [Medical Info and Forms](#)



Medical Deadlines

- January 1 – Alpine, Cross Country and Snowshoe
- February 1 – Basketball and Swimming
- April 15 – Athletics (Track & Field), Soccer, Corn hole, Tennis, Gymnastics and Powerlifting
- July 1 - Golf
- July 15 – Softball, Flag Football and Bocce
- October 1 – Bowling and Volleyball

DocuSign



- DocuSign was a way for athletes to submit every page of their paperwork electronically, with the exception of the Physical Exam page which needed to be sent separately.
- Contract is ending, will no longer be an option for athletes/parents as of December 31st, 2023.

The *Athlete Registration Form*



- Requests information such as address, parent/guardian contact information, insurance information, etc.

The *Athlete Medical Form*



- Will be accepted from another state program as long as it is the July 2017 version or later and no alterations have been made.
- Pages 1-2: Health History section. To be completed by the athlete/parent/guardian.
- Page 3: Physical Exam. Must be completed and signed by a licensed medical professional (M.D., D.O., N.P. or P.A.). Medical is valid for 3 years from the date of exam listed next to examiner's signature.
- Page 4: Should be completed if an athlete's participation is restricted and a follow-up exam is required.

Athlete Medical Form – add'l info



- Will be accepted from another state program as long as it is the July 2017 version or later and no alterations have been made.
- A current WIAA physical form is accepted in lieu of the Physical Exam page.

Athlete Medical Form Errors



Medical forms will not be processed for the following reasons:

- The 2017, 2018 or 2021 version of the *Athlete Release Form* has not been submitted or is not on file.
- The paperwork submitted is a version no longer used.
- The form is faxed to the State office – however, forms that have been faxed back and forth to a doctor’s office but are then **mailed** or **emailed** to the State office are acceptable



More *Athlete Medical Form* Errors

- The health care professional's signature is missing.
- The date next to the health care professional's signature is missing.
- Restrictions or medical examiner's comments are unclear.
- The medical was not signed by an M.D., D.O., N.P. or P.A.

The *Athlete Release Form*



- The *Athlete Release Form* needs to be completed for new athletes and when a current athlete renews their paperwork if they do not have the 2017, 2018 or 2021 version of the form on file. (If unsure, just have them sign a new form)



Athlete Release Form Errors

Athlete Release Forms will not be processed if:

- Any section is crossed out/altered.
- There is no medical form on file.
- The adult athlete's signature is missing if they are their own guardian.
- The signature of the parent/guardian is missing if the athlete is a minor/not their own guardian.
- The form is faxed to the State office.

Athlete Likeness Release for Sponsors



- This form gives athletes the option to allow our sponsors to use their likeness for their own promotional purposes/materials.
- This form is **OPTIONAL**.

The *Communicable Disease Participant Waiver*



- New form – looks different but same legal language.
- Can still be submitted electronically via google docs from the website.
- Spanish version is now available.
- Current athletes with a form on file do not need to submit a new form.
- The current form is still accepted.
- Athletes will not be registered into competitions if the form has not been received by the State office.

Athletes with Down Syndrome – Medical Restrictions



If the medical examiner indicates the athlete has neurological or physical findings that could be associated with atlantoaxial instability, then the Medical Referral Form (4th page of the new *Athlete Medical Form*) or the *AAI Special Release Form* must be submitted to allow the athlete to participate in the following sports offered by Special Olympics Wisconsin: alpine skiing, butterfly stroke, diving start, football (soccer) team, football (soccer) skills, gymnastics – artistic, powerlifting (squat lift only), snowboarding.



The *AAI Special Release Form*

- If an athlete is restricted from the sports listed below due to symptoms of spinal cord compression or Atlanto-axial instability, they must submit the *AAI Special Release Form* or a medical release one week following the event entry deadline to be eligible for competition.
- alpine skiing, equestrian, football (soccer) team, football (soccer) skills, gymnastics (artistic), judo, power lifting, and snowboarding

The *Emergency Medical Care Refusal Form*



- If refusal for emergency medical care and/or blood transfusions is noted on the *Athlete Release Form*, then the athlete will be restricted from all practices and competitions until the *Emergency Medical Care Refusal (EMCR) Form* or a new, unaltered *Athlete Release Form* is received by the State office.
- ALL guidelines on the *EMCR Form* must be followed. Please ensure the athlete and/or their parent/guardians are aware of the guidelines if they submit an *EMCR Form*.



More on the *EMCR Form*

- If an athlete is restricted from participation in an event due to a lack of the *EMCR Form* on file, they must either submit the form or a new unaltered *Athlete Release Form* one week following the event entry deadline to be eligible for competition.
- Wisconsin law only allows refusal of emergency medical care in a life threatening situation if a DNR or Advanced Directive is presented.

Medical Deadline Date Exceptions



- Requests for exceptions to missed medical deadlines must be received no later than 7 days before the event registration deadline.
- Request forms must be obtained from, and submitted to, Samantha Sotelo, Athlete Records Manager.
- Current paperwork for the athlete must have already been submitted or be submitted along with the request. This includes the Athlete Registration Form, Athlete Release Form and Physical Exam page. Requests submitted without paperwork or incomplete paperwork will not be considered.



Missing Medical Deadlines

- Once the medical and release forms are received by the State office, and an extension was not requested or approved, athletes may practice for the rest of that sports season but cannot compete in any competitions for that season (for new athletes) or beyond the date their current medical expires (for returning athletes).

Athlete Rosters



- Updated rosters are emailed to programs every Wednesday and updated on the website every Friday afternoon. Paper copies will be mailed upon request.

Mailing and Email Addresses for Athlete Paperwork



- Athlete Registration, Health History, Physical Exam and Release Forms
 - 6582 Ronald Reagan Ave., Madison, WI 53704 **or**
 - medicals@specialolympicswisconsin.org
- Communicable Disease Participant Waivers
 - Can be mailed to the address above **or**
 - covid@specialolympicswisconsin.org **or**
 - Can be completed online [HERE](#)

Some Reminders...



- Athlete medical and release forms must be postmarked and correctly completed by the medical deadline for the sport the athlete is participating in. Forms that are emailed must be correctly completed and sent by 11:59pm on the medical deadline.
- Medical restrictions do NOT have to be lifted by the medical deadline date. However, they MUST be lifted one week following the event entry deadline.



More Reminders...

- If an athlete needs new paperwork but their insurance/MA does not allow for another physical, the athlete can have their health care professional write the date of the last physical exam on the form.
- Please provide the Athlete Records Manager your most current email address, as roster updates and other important reminders are sent at the end of every week.

Agency Management Portal



- **Athlete Medical Search**
 - View your program's entire roster, which is updated every Friday afternoon
- **Agency Management – Tools and Resources**
 - Download and print forms
- **Agency Management – Best Practices**
 - Athlete Medical Records PowerPoint



Potpourri

- An athlete must be 8 years old by the medical deadline date for the sport in which they are participating in order to be eligible for that sport's competitions.
- If someone other than the Local Program Manager is responsible for your athletes' medicals, please let us know. They **MUST** be a registered class A volunteer!
- Questions? Samantha Sotelo, Athlete Records Manager, (608) 442-5677 or ssotelo@specialolympicswisconsin.org



Finally...

- Athletes, parents and guardians with a valid email address on file will receive medical deadline reminders 6 weeks prior to every deadline if athlete paperwork needs renewal.
- Athletes and their parents, guardians and/or caregivers can check when paperwork expires online.
 - To view when paperwork expires, the athlete's last name and 8-digit DOB in the format MM/DD/YYYY should be entered at the following link: [Medical Info and Forms](#)

Thank you for all you do!

Special Olympics

