

Athlete Paperwork

Program Year 2024-2025

Special Olympics





Information for Local Programs

- A local program's list of athletes and athlete medical expiration dates can change daily, weekly or monthly. Therefore, updated athlete rosters are emailed to programs every other Wednesday and updated on the website every Friday afternoon.
 - Please notify the Athlete Records Manager of any changes in your email address.
- The local program manager should notify the Athlete Records Manager which of their volunteers need to receive the updated rosters and email updates. Everyone who receives athlete information must be a class A volunteer.

Athlete Paperwork Requirements



- In order to attend practice and compete in competitions, athletes must be at least 8 years old have the following paperwork on file:
 - Athlete Registration Form
 - Athlete Release Form
 - Health History
 - Physical Exam (a WIAA form is accepted in lieu of the Physical Exam page)
 - Communicable Disease Waiver
- The *Athlete Likeness Release for Sponsors* Form is optional

Athlete Paperwork (aka “Medical”) Deadline Dates



- **January 1, 2025 – Alpine Skiing, Cross Country Skiing, Snowboarding and Snowshoe Racing**
 - Winter Games: February 7-9, 2025, Wausau
- **February 1, 2025 – Basketball and Swimming**
 - Spring Games: April 11-13, 2025, UW Oshkosh
- **April 15, 2025 – Athletics (Track & Field), Soccer, Corn hole, Tennis and Powerlifting**
 - Summer Games: June 5-7, 2025, UW Whitewater
- **July 15, 2025 – Softball, Flag Football, Golf and Bocce**
 - Fall Games: September 5-7, 2025, Wisconsin Dells
- **October 1, 2025 – Bowling and Volleyball**
 - State Volleyball: November 1, Menomonee Falls
 - State Bowling: December 6-7, 2025, Weston

Athlete Eligibility



- An athlete's eligibility to compete in Special Olympics Wisconsin is valid for 3 years from the date of exam (DOE) listed next to the medical examiner's signature on the *Physical Exam* page.
 - Ex: If the DOE listed is 3/5/2025, the athlete's eligibility will end on 3/5/2028, which is called the athlete's "medical expiration date".
- If the athlete's medical expiration date is before the last day of the State competition in which they wish to compete, a new *Physical Exam* page must be submitted to the State Office by the medical deadline date for that sport.
 - An updated Athlete Registration Form and Health History are also recommended but not required.



Medical Expiration Date Example

- An athlete wishes to compete in Team Basketball for the 2025 Spring Games on April 11-13, 2025, and their current medical expiration date is April 1, 2025.
 - Last physical exam on file: 4/1/2022 = medical expiration date of 4/1/2025
- The athlete must therefore submit a new *Physical Exam* page no later than February 1, 2025, because their medical expiration date is before the last day of the 2025 Spring Games and the medical deadline for Team Basketball is February 1, 2025.



Medical Deadline Requirements

- Athlete paperwork 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.
- Athlete paperwork must be mailed to or emailed to the State Office to be considered received by a medical deadline.

Common Athlete Paperwork Errors



- **General errors**
 - The athlete paperwork submitted is a version no longer used. Versions 2017 or later are accepted (version is listed in the lower left-hand corner).
 - The athlete did not submit/does not have the most updated *Athlete Release Form* on file.
- **The *Physical Exam Page***
 - The medical examiner's signature is missing.
 - The date of exam is missing.
 - Restrictions or medical examiner's comments are unclear.
 - The form was not signed by an M.D., D.O., N.P. or P.A.
- **The *Athlete Release Form***
 - Any section is crossed out/altered.
 - Signature(s) is/are missing.

Medical Expiration Date Notifications



- In addition to the local programs, athletes, parents and guardians with a valid email address on file will receive a reminder approximately 4-6 weeks prior to every medical deadline for their athlete(s) who need to send in a new *Physical Exam* page.
- Athletes and their parents, guardians and/or caregivers can check when paperwork expires online.
 - The athlete's last name and 8-digit DOB in the format MM/DD/YYYY should be entered at the following link: <https://specialolympicswisconsin.org/medical-info-forms/>

Where to Send Athlete Paperwork



- *Athlete Registration Forms, Athlete Release Forms, Health History and Physical Exam* pages:
 - Special Olympics Wisconsin, 6582 Ronald Reagan Ave., Madison, WI 53704 **or**
 - medical@specialolympicswisconsin.org
- *Communicable Disease Waivers*
 - Special Olympics Wisconsin, 6582 Ronald Reagan Ave., Madison, WI 53704 **or**
 - covid@specialolympicswisconsin.org **or**
 - Completed online at the following link:
<https://specialolympicswisconsin.org/medical-info-forms/>
- Confirmation replies will be sent 1-2 business days for forms that are emailed.

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, the Athlete Records Manager.
- Current paperwork for the athlete must have already been submitted or be submitted along with the request. Requests submitted with incomplete paperwork will not be considered.



Missing Medical Deadlines

- If athlete paperwork is received by the State office past the medical deadline, 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 their medical expiration date (current athletes).
- Special Olympics Wisconsin encourages local programs and athletes to submit the *Physical Exam* page yearly to prevent missed medical deadlines.

Athletes with Down Syndrome – Medical Restrictions



- If an athlete has neurological or physical findings that could be associated with atlantoaxial instability, then the *AAI Special Release Form* (available from the Athlete Records Manager) must be submitted to allow the athlete to participate in the following sports: alpine skiing, butterfly stroke, diving start, football (soccer) team, football (soccer) skills, gymnastics – artistic, powerlifting (squat lift only), snowboarding.
- The *AAI Special Release Form* must be submitted no later than one week following the event entry deadline.

The *Emergency Medical Care Refusal Form*



- If refusal for emergency medical care and/or blood transfusions is noted on the *Athlete Release Form* (item #4), then the athlete will be restricted from all practices and competitions until the *Emergency Medical Care Refusal (EMCR) Form* (available from the Athlete Records Manager) 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 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.
- Please note: Wisconsin law only allows refusal of emergency medical care in a life-threatening situation if a DNR or Advanced Directive is presented.

Athlete Transfers



- Athletes are allowed to compete with another local program if their local program does not offer the sport in which they wish to compete.
- So that programs are aware of any athletes who may be temporarily competing with a different local program, a transfer form is required. The form can be requested from and submitted to the Athlete Records Manager.
- A transfer form is also required for current athletes permanently transferring to another local program.

SharePoint



- Athlete paperwork is available to view in SharePoint. Local programs must inform the Athlete Records Manager which of their volunteers need to have access to their athletes' paperwork via SharePoint.
 - Out of respect for privacy, please limit the individuals who have access to athlete information.
- Programs do not need to bring copies of athlete medicals to district, regional or state tournaments, as staff will have access to athlete records via SharePoint.

Potpourri



- If an athlete is restricted from participating in a sport, their restriction must be lifted one week following the event entry deadline. This can be done via the *Medical Referral Form* (the section after the *Physical Exam* page), or a doctor's note.
- If an athlete needs to renew their medical expiration date but their insurance/MA does not allow for another physical, the medical examiner can write the date of the last physical exam on the *Physical Exam* page.

Questions?



- Samantha Sotelo, Athlete Records Manager, (608) 442-5677 (call or text) or ssotelo@specialolympicswisconsin.org

Thank you for all you do!

Special Olympics

