

# NEW June 1, 2016 – May 31, 2019 MEDICAL/RELEASE FORM & UNIFIED PARTNER FORM

## ***Due by October 31, 2016 to the State Office***

COACHES – The new 3-year medical/release is now available on our website – [www.sook.org](http://www.sook.org)  
Click on Coaches Info to access the new form

- We strongly recommend that you complete the Athlete Medical/Release Form on the computer (*except for Section D - Medical Certification and signatures*) so that it is typed and easy to read.
- ALL SECTIONS must be completed or the form is not valid and will not be accepted.
- Make sure the Doctor completes **ALL** information in Section D.
- Incomplete forms will be returned to you and will need to re-submitted.
- You must also submit your Unified Partner (UP) Release Forms with your Athlete forms
- **NEW PROCEDURE FOR SUBMITTING FORMS** - Forms will need to be scanned individually, named according to the following instructions, then emailed to this email address – [meds@sook.org](mailto:meds@sook.org)

### **SCANNING PROCEDURE & FORMAT**

1. Scan an Athlete's medical/release form or UP Release to your computer's scan documents
2. Find the scan and name the scan as seen below

AAreanumber\_Last Name\_First Name\_Middle Initial\_Birth month.day.year

→ First Name should be the name the athlete/partner goes by all the time

*Example – A04\_Simpson\_Bart\_P\_11.06.1982*

EACH athlete/partner will have a separate scan of their medical/release or UP release

**DO NOT** scan all med/release or UP release forms together in one scan!!!!

- We suggest attaching no more than 10-15 scans per email sent.
- Please wait till you have all forms scanned before you begin emailing them to the state office.
- You will receive an email confirmation once we receive an email from you.
- **PLEASE KEEP A COPY OF ALL YOUR SCANS FOR YOUR RECORDS!**

- Athlete Medical/Release Form - we ONLY want the 2-page SOOK med/release scanned and emailed, including a possible extra page for additional medications if needed.
  - *ANY OTHER MEDICAL INFORMATION some Teams require are NOT to be scanned. Those Teams can carry that information if needed.*
- If you don't have the ability to scan and email at this time, you will need to research and locate a place – FedEx-Kinko's, the library, your office, etc. where you have access to a scanner and email account, or get help from someone who does.
- **Med/releases & UP Releases must be submitted by October 31<sup>st</sup>.** If your Team only competes in a Spring event, you still need to submit your forms by Oct. 31<sup>st</sup> so we can update our database.
- If a new Athlete or Unified Partner joins your Team or an athlete's medical status or medications change, you will be responsible for submitting an updated or new form to the state office – following the same procedure.
- Athletes or Unified Partners without a medical/release in our database prior to an Area or State event will not be eligible to compete. Area Management Teams will have access to view all Area med/release forms prior to their competitions.
- **COACHES** – Once you have successfully submitted all of your Athlete med/release & UP Release scanned forms to the state office via email, you will no longer be required to mail in copies of medical/release forms with your athletes' entries.
  - **However – Head & Assistant Coaches are still required to carry a copy of each Athlete's med/release and UP Release form at all competitions.**
  - **Failure to have hard copies of these forms on-hand at a competition may result Team sanctions.**

**When submitting scans via email, be sure to include the following information in the email:**

- Email number (Email 1, Email 2, etc.) – if you have to submit multiple emails to get all scans sent to us
- Head Coach name
- Team Name
- Phone – Cell & Work phones
- Primary Email address during the school year