

June 1, 2016 – May 31, 2019

MEDICAL/RELEASE FORM & UNIFIED PARTNER FORM

- ***The 2016-2019 3-year Athlete medical/release / Unified Partner release / Young Athlete release are required to be submitted to the State Office before the athlete or partner is allowed to participate.***

COACHES – The newest June 2016- May2019 Athlete medical/release is available on our website – www.sook.org

Click on Coaches Corner – Med/Release button - to access the 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

• **SCANNING PROCEDURE & FORMAT**

- **Follow this procedure for Athletes, Unified Partners & Young Athletes as well**
- An **Athletes'** med/release form is 2 pages. **Unified Partner** and **Young Athlete** Releases are 1 page.
- You must scan and name each Athlete/Unified Partner/Young Athlete form individually.
- **Example – If you have 17 individuals on your Team, you will have 17 separate, individual scans**
 1. **SCAN** each form to your computer's scan documents
 2. Each athletes' 2-page medical/release **MUST** be scanned as **one** document
Athlete Medical/Release Form - we **ONLY** want the 2-page SOOK med/release (front & back) 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.
 3. **NAME** each individuals' 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
 4. **EMAIL** each scan to SOOK at this email address – meds@sook.org

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

- **Subject Line** – Coach Last Name & Email # – if you submit multiple emails
 - *Example – Switzer – Email 1*
- In the **Body** of the Email include:
- Head Coach name & Team Name
- Phones – Cell & Work phones
- Primary Email address during the school year
- You **MAY** email several scanned forms together in the same email
- We suggest attaching no more than 10-15 scans per email sent
- You will receive an email confirmation once we receive an email from you.
- **PLEASE KEEP A COPY OF ALL YOUR SCANS FOR YOUR RECORDS!**
- **YOU MUST ALSO CARRY PAPER COPIES OF EACH ATHLETE’S or UNIFIED PARTNER’S FORMS TO ALL TRAININGS AND COMPETITIONS!!!**
- 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.
- **Even if your Team only competes in Spring events, you still need to submit your forms ASAP 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!
 - **Head & Assistant Coaches are still required to carry a copy of each Athletes’ med/release and UP/YAP Release form at all trainings & competitions.**

• Call the SOOK office if you have questions!! 918/481-1234 or 800/722-9004