

June 1, 2019 – May 31, 2022

ATHLETE MEDICAL FORM & REGISTRATION / RELEASE FORM  
UNIFIED PARTNER REGISTRATION / RELEASE FORM

***The 2019-2022 3-year Forms must be submitted to the State Office before the Athlete or Partner is allowed to train or compete.***

COACHES – The newest June 2019- May 2022 forms are available on our website – [www.sook.org](http://www.sook.org)

Click on Coaches Corner – Medical & Registration/Release button - to access the form.

- We strongly recommend that you complete the Form on the computer so that it is typed and easier to read. \* *That excludes lines that require signatures.*
- ALL SECTIONS must be completed or the form is not valid and will not be accepted.
- Make sure the Doctor completes **ALL** information on the PHYSICAL EXAM.
- Incomplete forms will be returned to you and will need to be re-submitted.
- You must also submit your Unified Partner (UP) Forms with your Athlete forms.

## NEW PROCEDURE FOR SUBMITTING FORMS

### • SCANNING PROCEDURE & FORMAT

- **Follow this procedure for Athletes & Unified Partners.**

**Scan athlete forms in this order - Athlete Medical first – then Athlete Registration/Release.**

- **The new forms include:**
  - Athlete Medical Form – 3-5 pages as needed
  - Athlete Registration / Release – 2 pages
  - Unified Partner Registration / Release Form – 2 pages
- **Scan each person's forms as one scan. Ex: Athlete Medical Form & Athlete Reg/Release – 1 scan**
- **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' Medical Form & Reg/Release Form **MUST** be scanned as **one** document.  
You may add an 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](mailto: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 8-10 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 &/or Registration/Release in our database prior to an Area or State event are not eligible to train or compete. Area Management Teams will have access to view all Area forms prior to their competitions.
- **COACHES** – Once you have successfully submitted all of your Athlete Medical & Registration/Releases & UP Registration/Releases forms to the state office via email, you will no longer be required to mail in copies of these forms with your athletes’ entries!
  - **Head & Assistant Coaches are still required to carry a copy of each Athletes’ Medical & Reg/Release and UP Reg/Release forms at all trainings & competitions.**
- **Call the SOOK office if you have questions!! 918/481-1234 or 800/722-9004**