

# SOOK REGISTRATION / RELEASE & MEDICAL FORM PROCEDURES

VALID June 1, 2022 – May 31, 2025

- Complete **ALL** information
- Ensure that the Doctor completes **ALL** information on the Physical Exam portion for Athletes

## PROCEDURES to submit forms for ATHLETES

- Scan forms in order – Registration / Release / Medical
- Scan each individual Athlete's forms as one scan. (*ex: 17 athletes = 17 separate scans*)
- You may add an additional page for medications at the end of the Medical if necessary
- Name each scan. AArea Number\_Last name\_First name\_Middle Initial\_Birth month.day.year
  - *Ex: A04\_Simpson\_Bart\_P\_11.06.1982*
- Email each scan to Special Olympics Oklahoma at – [meds@sook.org](mailto:meds@sook.org)
  - *In the Subject line – write Coach Name*
  - *In the body of the email include – Coach email – Team Name – Contact phone number*

## PROCEDURE to submit forms for UNIFIED PARTNERS

- Scan forms in order – Registration / Release / Medical
- Scan each individual Athlete's forms as one scan. (*ex: 17 athletes = 17 separate scans*)
- Name each scan. AArea Number\_Last name\_First name\_Middle Initial\_Birth month.day.year
  - *Ex: A04\_Simpson\_Bart\_P\_11.06.1982*
- Email each scan to Special Olympics Oklahoma at – [meds@sook.org](mailto:meds@sook.org)
  - *In the Subject line – write Coach Name*
  - *In the body of the email include – Coach email – Team Name – Contact phone number*

## PROCEDURE to submit YOUNG ATHLETES Release

- Use the Young Athlete Release provided online
- Follow the UNIFIED PARTNERS procedure to name & submit the YAP Release
  - We recommend that you not send more than 10-12 scans at one time
  - You will receive an email confirmation once we receive an email from you
  - **If you do not follow the above procedures – you will have to re-submit all forms**