

Regional/District/Sectional Games Registration Checklist

Please take the time to go through this checklist when filling out your registrations. This will help prevent mistakes and help process your registration faster.

This checklist is meant to be a useful tool to help you with games registrations and may not be an all-encompassing list. Please make sure to review rules and policies for each sport and game.

Contact Information:

- Enter contact information for person who will be receiving all email and mailings regarding tournament information
- Name and phone number for main contact at tournament
 - Enter contact information for person who will be **attending** the games that we can contact regarding weather information, tournament changes, lost athletes, etc.

Athlete Rosters:

- Fill out rosters for the sport you will be competing in.
- Confirm
 - All athlete names entered and all events they will be participating entered
 - All times/scores/distances are correctly entered
 - Any additional information on registration (ex: water start for aquatics, category letter for athletics)
 - Scores for qualifying games entered for team sports.
 - If played more than the minimum number of games, please list all games played. This will help provide information when divisioning.
 - Team names and Relay names are correct
- Medicals
 - Confirm all athlete medicals are current for the Games.
 - Any questions regarding medical status of athletes, please contact your Regional Athletic Director or our Athlete Records Manager.
- Special Needs Forms
 - Submit Special Needs Forms for any athlete needing this (ex: non-verbal, behavior issues, etc). *Special Needs Forms must be submitted separate for each level of competition.*

Coach/Chaperone Roster:

- CONFIRM:
 - All coaches are current class A Volunteers and have completed the General Coach's Orientation
 - All chaperones are current class A Volunteers
- If questions regarding class A or coach certification status, please contact your Regional Athletic Director or Volunteer Records Manager.

Athlete to Chaperone Ratio:

- Confirm that you are following the 3:1-4:1 ratio for your registration packet
 - If dividing between two registration plans, this ratio must be followed for each packet
- Special Needs forms for athletes requesting 1:1 chaperones filled out and sent in with registration packet.
- If requesting 1:1 Chaperones for any of your athletes, take those athletes and chaperones out of your numbers and confirm your ratio still fits for the remaining athletes and coaches/chaperones.

Uniforms:

- Verify that all athletes have legal uniforms
 - Refer to the individual sport rules and the Uniform Requirements located in the appendices of the Competition Guide