

State 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
- Head of Delegation name and contact
 - o Enter contact information for person who will be **attending** the games that we can contact regarding weather information, tournament changes, lost athletes, etc.

Checklist of Enclosures and Delegate Numbers:

- Check boxes next to which materials you are including in the registration packet
- Confirm all materials are included in the packet when registering
- Make sure correct number of athletes without wheelchairs, with wheelchairs, and coaches/chaperones (separated by gender) is entered and added up correctly.

Registration Fees:

- Enter correct number of delegates into the correct registration plan and total monetary amount.
- If dividing your agency between two plans
 - o Make sure you fill out two separate registration packets!
 - o Each registration packet must have a separate Head of Delegation
- Check the box next to how your agency will be paying for the games fees – In-House Account or Non In-House Account

Housing and Meals:

- Enter correct amount of housing needed separated out by gender
- Enter the correct number of meals you will need. If you will not be taking meals, please enter "0"
- Enter correct number of *optional* meals (ex: Sunday Lunch) you will need. *Be sure any associated fees are included in your total*

Agency Manager Signature:

- Please sign or type (if filling out electronically) name and date.

Coach/Chaperone Roster:

- Enter in names and gender of all Certified Coaches and Chaperones attending the Games
- Check if they will be needing housing, in a wheelchair, or an Athlete as Coach (AAC).
- CONFIRM:
 - o All coaches are current class A Volunteers and have completed the General Coach's Orientation
 - o 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.

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Athlete Rosters:

- Fill out rosters for all sports you will be competing in at the Games.
- Confirm
 - All athlete names entered and all events they will be participating entered
 - Check boxes if they will be needing housing
 - Any additional information on registration (ex: water start for aquatics, category letter for athletics)
- 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.*

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