

# Athlete Medical Records

Program Year 2021-2022

***Special Olympics***



# What's new for 2021-2022



- All athletes who intend to participate in-person, for both practice and competitions, must complete and submit the *COVID-19 Participant Release Form* and *Communicable Disease Participant Waiver*.
- Athletes who choose to compete virtually will be sent an *E Participant Waiver and Release* form to complete.
- Medical deadline dates have returned.
- Virtual exams are allowed – the same athlete paperwork is to be used for virtual exams as for in-person exams.
- Athletes who miss medical deadlines may request an exception (see **Medical Deadline Date Exceptions** below).

# The *COVID-19 Participant Release Form*



- Athletes participating in-person at practices and/or competitions must sign this form. If an athlete is not their own guardian, the parent or guardian must sign the form.
- Athletes competing in virtual events only do not need to complete this form.
- Forms may be given to the coach, volunteers or program managers, but they then must be sent to and received by the State office.

# The *Communicable Disease Participant Waiver*



- Athletes participating in-person at practices and/or competitions must sign this form. If an athlete is not their own guardian, the parent or guardian must sign the form.
- Athletes will not be registered into competitions if the form has not been received by the State office.
- Athletes competing in virtual events only do not need to complete this form.
- Forms may be given to the coach, volunteers or program managers, but they then must be sent to and received by the State office by the event registration deadline.

# The *E-Participant Waiver and Release* Form



- All athletes will be sent the form when they submit their virtual registration to complete as part of their registration.

# The *Athlete Registration Form*



- Requests information such as address, parent/guardian contact information, insurance information, etc.

# The *Athlete Medical Form*



- Will be accepted from another state program as long as it is the July 2017 version or later and no alterations have been made.
- Pages 1-2: Health History section. To be completed by the athlete/parent/guardian.
- Page 3: Physical Exam. Must be completed and signed by a licensed medical professional (M.D., D.O., N.P. or P.A.). Medical is valid for 3 years from the date of exam listed next to examiner's signature.
- Page 4: Should be completed if an athlete's participation is restricted and a follow-up exam is required.

# The *Athlete Medical Form* cont...



- A current WIAA physical form is accepted in lieu of page 3 of the *Athlete Medical Form*. The WIAA physical form is good for three years from the date of the exam.



# *Athlete Medical Form* Errors



Medical forms will not be processed for the following reasons:

- The current version of the *Athlete Release Form* has not been submitted for new athletes AND returning athletes when they renew their medical information.
- The athlete medical is not the current *Athlete Medical Form* or a current WIAA physical form.
- The form is faxed to the State office – however, forms that have been faxed back and forth to a doctor’s office but are then **mailed** or **emailed** to the State office are acceptable



# More *Athlete Medical Form* Errors

- Physical exam section is blank – we cannot process forms that have notes attached instead of this section being completed.
- The medical examiner's signature is missing.
- The exam date is missing.
- Restrictions or medical examiner's comments are unclear.
- The medical was not signed by an M.D., D.O., N.P. or P.A.

# The *Athlete Release Form*



- The *Athlete Release Form* needs to be completed for new athletes and when a current athlete renews their paperwork if they do not have the 2017 or later version of the form on file. (If unsure, just have them sign a new form)



# *Athlete Release Form Errors*

Athlete Release Forms will not be processed if:

- Any section is crossed out/altered.
- There is no medical form on file.
- The adult athlete's signature is missing if they are their own guardian.
- The signature of the parent/guardian is missing if the athlete is a minor/not their own guardian.
- The form is faxed to the State office.

# *Athlete Likeness Release for Sponsors*



- This form gives athletes the option to allow our sponsors to use their likeness for their own promotional purposes/materials.
- This form is **OPTIONAL**.

# Athletes with Down Syndrome – Medical Restrictions



If the medical examiner indicates the athlete has neurological or physical findings that could be associated with atlantoaxial instability, then the Medical Referral Form (4th page of the new *Athlete Medical Form*) or the *AAI Special Release Form* must be submitted to allow the athlete to participate in the following sports offered by Special Olympics Wisconsin: alpine skiing, butterfly stroke, diving start, football (soccer) team, football (soccer) skills, gymnastics – artistic, powerlifting (squat lift only), snowboarding.



# The *AAI Special Release Form*

- This form should be completed if symptoms of spinal cord compression or Atlanto-axial instability are noted in the Physical Exam section of the *Athlete Medical Form* and a medical professional has provided an additional neurological evaluation.
- If an athlete is restricted from participation due to symptoms of spinal cord compression or Atlanto-axial instability, they must submit the *AAI Special Release Form* one week following the event entry deadline to be eligible for competition.

# The *Emergency Medical Care Refusal Form*



- If refusal for emergency medical care and/or blood transfusions is noted on the *Athlete Release Form*, then the athlete will be restricted from all practices and competitions until the *Emergency Medical Care Refusal (EMCR) Form* or a new, unaltered *Athlete Release Form* is received by the State office.
- ALL guidelines on the *EMCR Form* must be followed. Please ensure the athlete and/or their parent/guardians are aware of the guidelines if they submit an *EMCR Form*.





## More on the *EMCR Form*

- If an athlete is restricted from participation in an event due to a lack of the *EMCR Form* on file, they must either submit the form or a new unaltered *Athlete Release Form* one week following the event entry deadline to be eligible for competition.
- Wisconsin law only allows refusal of emergency medical care in a life threatening situation if a DNR or Advanced Directive is presented.



# Medical Deadline Date Exceptions

- Requests for exceptions to missed medical deadlines must be received no later than 7 days before the event registration deadline.
- Request forms must be obtained from, and submitted to, Samantha Sotelo, Athlete Records Manager.
- Current paperwork for the athlete must have already been submitted or be submitted along with the request. This includes the Athlete Registration Form, Athlete Release Form and Physical Exam page. Requests submitted without paperwork or incomplete paperwork will not be considered.



# Missing Medical Deadlines

Once the medical and release forms are received by the State office, and an extension was not requested or approved, athletes may practice for the rest of that sports season but cannot compete in any competitions for that season (for new athletes) or beyond the date their current medical expires (for returning athletes).

# Athlete Rosters



- Updated rosters are emailed to programs every Wednesday and updated on the website every Friday afternoon. Paper copies will be mailed upon request.

# Mailing and Email Addresses for Athlete Paperwork



- **Athlete Registration, Health History, Physical Exam and Release Forms**
  - Special Olympics Wisconsin, 2310 Crossroads Dr., Ste. 1000, Madison, WI 53718 or
  - [medical@specialolympicswisconsin.org](mailto:medical@specialolympicswisconsin.org)
- **COVID-19 Participant Release Forms and Communicable Disease Participant Waivers**
  - Can be mailed to the address above or
  - [covid@specialolympicswisconsin.org](mailto:covid@specialolympicswisconsin.org) or
  - Can be completed online at the Return to Play link under “Return to Play Forms” or How to Become an Athlete link (at the bottom)

# Some Reminders...



- Athlete medical and release forms must be postmarked and correctly completed by the medical deadline for the sport the athlete is participating in. Forms that are emailed must be correctly completed and sent by 11:59pm on the medical deadline.
- Medical restrictions do NOT have to be lifted by the medical deadline date. However, they MUST be lifted one week following the event entry deadline.
- Letters from medical examiners that lift athlete restrictions CAN be faxed to the State office.
- An athlete's medical must remain valid through the last day of the state competition in which they wish to compete for that sports season.



# More Reminders...

- Athlete paperwork expires three years from the exam date. If an athlete needs new paperwork but their insurance/MA does not allow for another physical, the athlete can have the medical examiner write the date of the last physical exam on the form.
- Please provide the Athlete Records Manager your most current email address, as roster updates and other important reminders are sent at the end of every week.

# Agency Management Portal



- **Athlete Medical Search**
  - View your program's entire roster, which is updated every Friday afternoon
- **Agency Management – Tools and Resources**
  - Download and print forms
- **Agency Management – Best Practices**
  - Athlete Medical Records PowerPoint





# Potpourri

- An athlete must be 8 years old by the medical deadline date for the sport in which they are participating in order to be eligible for that sport's competitions.
- If someone other than the Local Program Manager is responsible for your athletes' medicals, please let us know. They **MUST** be a registered class A volunteer!
- Questions? Samantha Sotelo, Athlete Records Manager, (608) 442-5677 or [ssotelo@specialolympicswisconsin.org](mailto:ssotelo@specialolympicswisconsin.org)



# Finally...

- Athletes, parents and guardians with a valid email address on file will receive medical deadline reminders 6 weeks prior to every deadline if athlete paperwork needs renewal.
- Athletes and their parents, guardians and/or caregivers can check when paperwork expires online.
  - To view when paperwork expires, the athlete's last name and 8-digit DOB in the format MM/DD/YYYY should be entered at the following link:  
<http://www.specialolympicswisconsin.org/athlete-medical-info/>

Thank you for all you do!

***Special Olympics***

