



# **Special Olympics** **Washington**

## **2010 Tri-Cities Track Meet Check List for a Successful Season**

- 1. Review all Special Olympics material you receive thoroughly! Check your email. Also, information and forms are available on the SOWA website – [sowa.org](http://sowa.org).
- 2. Email [mharves@sowa.org](mailto:mharves@sowa.org) to verify if your students have current Application for Participation forms on file.
- 3. Complete pre-season registration form and turn in by March 26, 2010.
- 4. Arrange transportation for the May 11, 2010 track meet at Southridge High School, Kennewick WA
- 5 Inventory equipment needs. Check with your P.E. teacher(s) for availability of track and field equipment.
- 6. Review and become familiar with the track and field rules.
- 7. Make sure you have a valid/current APPLICATION FOR PARTICIPATION form for each student prior to the due date. In order for students to participate forms need to be turned into the Office by **April 27, 2010**.
- 9. Check Athletes' Application for Participation and Partner Release Forms.
  - Make sure the Examiner printed and signed name. Address and phone number of Examiner is on the form.
  - Make sure birth date, address and complete name of athlete is on the form
  - Emergency contact is on form.
  - Athlete/Partner and/or Guardian sign the release form.
  - Incomplete Application for Participation or Partner Release forms turned in on **April 27, 2010** will disqualify the athlete or partner from participating in Special Olympics events.
- 10. Complete Special Olympics Event Registration paperwork and send it to the Region office along with copies of all athletes' Application for Participation Forms by **April 27, 2010**. Record times and distances (**distances for field events need to be listed in meters not inches and feet**), on the Individual Entry Roster.
- 11. Be sure to contact the East Region Office if you have questions. Phone: (509) 946-5921 800-442-2508. Email: [jives@sowa.org](mailto:jives@sowa.org) or [mharves@sowa.org](mailto:mharves@sowa.org)  
Fax: 509-396-9902