

# Head of Delegation Competition Checklist

## **Before training begins**

- Make sure you are aware of the deadlines for entries
- Make sure athletes/partners have current forms on file (RETAIN A COPY FOR YOUR RECORDS)
  - Athletes (Application for Participation (Physical) form and Release form and Code of Conduct)
  - Partners (Unified Sports® Release , Category A Volunteer Application, Protective Behavior and Code of Conduct)
- Before each practice check facility for safety concerns
- Make sure you have all the sports equipments needed
- Check with athletes to see if they have the required personal equipment (i.e. glove for softball)

## **When submitting entries**

- Make sure Skill Assessment Scores are completed (i.e. basketball)
- Make sure you have the correct age of athlete
- Check spelling of athlete's name
- List whom to contact if there are questions about entry (phone # or e-mail addresses are helpful)
- Retain a copy of all entries for yourself

## **General Information**

- All athletes and unified partner must have eight weeks of training
- Make sure you have arranged transportation to competition
- Make sure arrangements are made for food and lodging

## **Day of Competition**

- Athlete/partner physical forms, release consent forms, category A volunteer forms and code of conducts must be with you at all times
- Coaches Code of Conducts
- Be sure to bring athlete's medications if needed
- Copy of entry forms
- Copy of schedule of events (usually found at registration table if not mailed to you)
- Before leaving competition make sure all personal items are accounted for (i.e. jackets, bowling balls, softball gloves, etc.)
- All athletes and coaches must clean up after themselves