



## Guide to Participating with Special Olympics Wake County

### 1. Register your classroom with SOWC - **PRIOR to Wednesday, September 19, 2018**

- Complete the **Local Games Pre-Registration Form** ([CLICK HERE](#))
- **Via email**, complete and return the **Athlete Roster** to [special.olympics@raleighnc.gov](mailto:special.olympics@raleighnc.gov)
  - \*List your athletes in alphabetical order (by last name) and include their full and correct last name, first name, and date of birth. You can include nick or preferred names in quotes with their first name.
- After we receive your Local Games Pre-Registration form and Athlete Roster, we will “process” your classroom.
- We will send you a list showing the status of each athlete’s Application for Participation in Special Olympics (APF/medical and release forms), along with copies to send to the parent/guardian for any athlete who needs to get them completed.

### 2. Submit the WCPSS Transportation Forms to Tracy Serviss - **PRIOR to Wednesday, September 19, 2018**

Contact Tracy Serviss ([tserviss@wcpss.net](mailto:tserviss@wcpss.net)) for the specific form and instructions to get your field trip to the competition approved. This is for Wake County Public School classrooms only.

### 3. Practice with your Athletes

Practice the sports skills with your athletes for at least one hour each week (more if possible). We encourage you to get a PE instructor involved if possible. If you need help getting started, let us know.

\*Sport rules and information for training your athletes are included as an attachment.

### 4. Submit Athlete Participation Forms – **PRIOR to Wednesday, October 24, 2018**

It is the teacher/coach responsibility to ensure athlete forms are received by our office. Athlete Participation Forms are valid for 3 years. Current completed athlete forms should be submitted to our office (by mail or email) by the noted deadlines.

\*Athletes who do not have updated forms to our office by the dates indicated will not be eligible to participate.

### 5. Submit Event Registration/Scores – **PRIOR to Wednesday, October 24, 2018**

You will receive entry forms for both Basketball Skills and Spring Games competitions. After training your athletes to prepare for competition, their scores must be submitted to our office **via email**, using the entry forms you receive and by the noted deadlines.

\*Entry forms submitted after this date may not be eligible to participate in competition.

#### **PLEASE NOTE:**

- Tracy Serviss ([tserviss@wcpss.net](mailto:tserviss@wcpss.net)) is who receives your transportation request forms/calculation sheets.
- **ALL** other paperwork (rosters, scores, athlete medical forms, etc.) should be scanned and sent via email to [special.olympics@raleighnc.gov](mailto:special.olympics@raleighnc.gov)
- If you have paperwork that is not able to be scanned, please hand deliver or mail through USPS to:

Raleigh Parks, Recreation and Cultural Resources Department  
Specialized Recreation and Inclusion Services  
c/o Special Olympics Wake County  
2401 Wade Avenue  
Raleigh, NC 27607

Phone: 919.996.2147