

# Athlete Registration & Renewal Form Instructions

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Updated: New

Created: 1/17/25

**Special  
Olympics**  
Illinois



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Beginning on January 21, 2025, Special Olympics Illinois (SOILL) will no longer require athletes to complete the Medical and Consent Forms. Effective January 21, 2025, SOILL will begin to accept the Athlete Registration/Health History & Release Form and then the Athlete Renewal Form for the required yearly update.

Effective January 21, 2025, in order to be eligible for participation in Special Olympics, every athlete must have a valid Athlete Registration/Health History & Release Form **OR** valid Medical and Consent Forms on file with SOILL.

- After initial submission of the Athlete Registration/Health History & Release Form, every athlete must complete the Athlete Renewal Form to remain eligible to participate. The purpose of the Athlete Renewal Form is to update and capture any changes in health history or medication and ensure the most current information is on file. The Athlete Renewal Form is valid for one year.

Special Olympics Illinois will continue to accept the Medical Form and Consent Form until December 15, 2025. **After December 15, 2025, the only form Special Olympics Illinois will accept is the Athlete Registration/Health History & Release Form and then the Athlete Renewal Form for the required yearly update.**

How Long Are Forms Valid For:

- Special Olympics Illinois is changing the length of validity for the current Medical and Consent Forms.
  - Medical and Consent Forms submitted January 21, 2025 through December 15, 2025 will be valid until December 31, 2025. After these forms expire then the athlete must complete the Athlete Registration/Health History & Release Form.
  - Medical and Consent Forms on file with Special Olympics Illinois that expire prior to December 31, 2025 will expire as scheduled and then the athlete must complete the Athlete Registration/Health History & Release Form.
  - Medical Forms and Consent Forms on file with Special Olympics Illinois that are scheduled to expire after December 31, 2025 will be recalculated to expire on December 31, 2025 and then the athlete must complete the Athlete Registration/Health History & Release Form.
- The Athlete Registration/Health History & Release Form is valid for one year.
- Upon the one year expiration of the Athlete Registration/Health History & Release Form then the Athlete Renewal Form must be completed. The Athlete Renewal Form is valid for one year.

**The Athlete Registration Form/Health History & Release Form is valid for 1 year from the parent/guardian signature date. An Athlete Registration Form expires at 11:59pm on the day it is identified as expiring.**

**Medical and Consent Forms on file with SOILL that expire prior to December 31, 2025 will expire as scheduled at 11:59pm on the day it is identified as expiring.**

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**Medical and Consent Forms on file with SOILL that are scheduled to expire after December 31, 2025 will now expire at 11:59pm on December 31, 2025.**

Special Olympics Illinois is transitioning to the Center of Excellence (COE) System. The COE is an on-line system. SOILL is initially working with selected agencies in each Region to serve as Pilot Agencies to implement the COE. Eventually, all agencies will transition to use of the COE and at that time SOILL will no longer accept hard copies of the Athlete Registration/Health History & Release Form.

## Submission of Forms:

- COE Identified Pilot Agencies :
  - These agencies begin piloting the COE in January of 2025.
  - Your coaches, chaperones and Unified Partners will start using the COE immediately.
  - All athletes will transition to Athlete Registration/Health History & Release Form.
  - All forms must be completed using the COE System.
  - Please contact your Special Olympics Athletic Director, head coach or Region staff if you are not familiar with the COE System.
- All other agencies:
  - **For athletes, coaches, chaperones and Unified partners, your agency has until your Region assigns your agency's phase-in date for required use of the COE but must have all required information in the COE no later than December 31, 2025.**
  - Until your agency's assigned deadline, hard copies of the Athlete Registration/Health History & Release Form can be submitted to your Region staff the same way you currently submit Medical and Consent Forms.

## Accessing Forms

- The link to create an athlete's record in the COE and complete the Athlete Registration/Health History & Release Form or the Athlete Renewal Form is <https://portals.specialolympics.org/>
- The Link for the hard copy of the Athlete Registration/Health History & Release Form is

[..\1 Getting Started\Athlete Registration Health History & Release Form.pdf](#)

**An athlete's parent/guardian and/or athlete, if an adult without a guardian, is solely responsible for the accurate completion and \*\*timely submission (prior to any relevant deadline) of the Athlete Registration/Health History & Release Form to SOILL.**

**Failure of the athlete to have an accurate, fully completed Athlete Registration/Health History & Release Form \*\*on file with SOILL prior to any relevant deadline will result in the athlete being denied participation in SOILL competitions, programs and events. The Athlete Registration/Health History & Release Form must be valid throughout the completion of the competition, program or event.**

\*\*COE Pilot Agencies must complete the Athlete Registration/Health History & Release Form via the COE. All other agencies can complete and submit a hard copy of the form up until their

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agency is scheduled to transition in the COE. Upon Transition into the COE, all athletes must then create their COE profile and complete the electronic version of the Athlete Registration/Health History & Release Form, even if they have submitted a hard copy of the form.

SOILL requires that all Athlete Registration/Health History & Release Forms and Unified Sports Partner Applications be presented by the established registration deadline for any Region, Sectional or State competition. **All Athlete Registration/Health History & Release Forms and Unified Sports Partner Applications for the event in question must be valid throughout the completion of that competition. Athlete Registration/Health History & Release Forms expire at 11:59pm on the day it is identified as expiring.**

An athlete not entered in/scratched from the event may attend the event as a spectator only. They will not be allowed to serve as an official member of their team's delegation, therefore, housing and meals will be the individual's responsibility.

**Failure to have an Athlete Registration/Health History or Unified Sports Partner Application completed at the time of the registration deadline will result in the athlete or Unified Partner being denied participation in the competition.**

All current Unified partners must claim their volunteer record/profile in the COE. All new Unified partners must create a volunteer record in the COE. After creation of the volunteer's record or if individual already has a volunteer record in the COE, then go into record and under the *Apply for More Roles* option select the Unified partner role. The submission and validation deadlines and processes for the *Unified Sports Partner Application* follow the same guidelines as those established for the Athlete Registration/Health History & Release Form or the Athlete Renewal Form. A Unified partner must also have completed a Class A Level Volunteer Registration, Protective Behaviors and Concussion Awareness trainings and a criminal background check (not applicable to minors).

The Athlete Registration/Health History & Release Form is reviewed and validated by Special Olympics Illinois. The review process can take up to five (5) business days.

## **Special Olympics Competitions Outside of Illinois**

Special Olympics Inc. and Special Olympics North America (SONA) require a Medical Form for all athletes and Unified partners competing in USA Games, World Games and SONA sponsored/organized tournaments. Tournament Directors will identify the current Medical Form required for these events.