



2013 Indoor Winter Games
Registration Checklist

Completed paperwork packets are due to the SOGA Atlanta Office by 5:00pm on December 1st, 2013. Agencies will incur a \$250 Late Paperwork Fee for any paperwork received after December 1st!

Paperwork will not be accepted by SOGA after Tuesday, December 4th!!

****Faxed paperwork will not be accepted****

Completed paperwork packets include:

- REGISTRATION FEES** - with check attached (can't process forms until fees received) If you can't get the check by the deadline you must attached a copy of the request for the check.
- GMS WEB REGISTRATION** - All agencies must complete registration for Winter Games via the web or that agency will incur a \$250 penalty.
- HEAD OF DELEGATION / ROSTER** - All delegations submit this form whether Housed or Day Only. If Day only, fill in all of delegates names & check "Day Only" at top of form. If Day only please make sure that you list everyone coming.
- Housing Policy Form**
- HOUSING COMMITMENT FORM**
- HOD Contact Information**
- 15 PASSENGER VAN POLICY**- Make sure the form is specific to Indoor Winter Games.
- VOLUNTEER PROFILE FORM FOR COACH / ASST. COACH / BUS DRIVER OR NURSE** attending games. If you already sent in a form and have been screened, you do not need to send in another one.
- REGISTRATION FORMS** for each athlete and team participating.
- VOLUNTEER/ COACH SCREENING CERTIFICATION FORM** - THIS FORM MUST LIST ALL VOLUNTEERS / COACHES / ***UNIFIED PARTNERS*** THAT ARE COMING TO GAMES.

I have enclosed or completed all of the requirements above.

Signature of Head of Delegation _____