



2013 Horse Show
Registration Checklist

Completed paperwork packets are due to the SOGA Atlanta Office by 5:00pm on **August 16th, 2013.**
Agencies will incur a \$250 Late Paperwork Fee for any paperwork received after **August 16th**
Paperwork will not be accepted by SOGA after **Thursday, August 22nd!!**

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

Completed paperwork packets include:

- REGISTRATION FEES** - with check attached (will not process forms until fees received) If you do not get the check by the deadline you must attach a copy of the request for the check.
- GMS WEB REGISTRATION** - All agencies must complete registration for Horse Show via the web or that agency will incur a \$250 fee.
- 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.
- FEE SHEET FORM**
- HOUSING COMMITMENT FORM**
- HOD Contact Information**
- 15 PASSENGER VAN POLICY-** Make sure the form is specific to Horse Show.
- VOLUNTEER PROFILE FORM FOR COACH / ASST. COACH / BUS DRIVER OR NURSE** for all Coaches and Horse Handlers 18+ attending games. If you already sent in a form and have been screened, you do not need to send in another one
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- COACH'S CODE OF CONDUCT** for all new Coaches and Horse Handlers 18+ attending games. If you already sent in a form, you do not need to send in another one.
- VERIFICATION OF STALLS FORM**
- REGISTRATION FORMS** for each athlete and team participating.
- FACILITIES RULES AND REGULATIONS FORM**
- VOLUNTEER/ COACH SCREENING CERTIFICATION FORM** - THIS FORM MUST LIST ALL VOLUNTEERS / HORSE HANDLERS/ COACHES / ***UNIFIED PARTNERS*** THAT ARE COMING TO GAMES.

I have enclosed or completed all of the requirements above.

Signature of Head of Delegation _____