

6.0 OVERVIEW OF REGISTRATION FIELDS

6.1 Profile Tab

6.1.1 Name

First, middle, and last names must be written the same way as the passport you are travel with to Russia. Middle Names are required if you have one listed on your passport. Preferred names and nicknames will not be accepted for identification, registration, and credentialing purposes.

6.1.2 Gender

Options for gender include Male, Female, X, and Prefer Not to Say. For those who choose "X" or "Prefer Not to Say," SOI and the LOC will work with the Delegation to confirm which gender (male or female) the registrant will choose for accommodations and competitions.

6.1.3 Date of Birth

Special Olympics strongly recommends that an athlete be a minimum of 15 years old at the time of competition (i.e. born earlier than Jan. 22, 2007) to be eligible to participate in the Special Olympics World Winter Games. Please note that an age group of under 15 may result in insufficient competition opportunities. Special Olympics may cancel any competition without enough registrants.

6.1.4 Email

Heads of Delegation, Assistant Heads of Delegation, Coaches, Medical Staff, and Additional Staff are strongly recommended to input their own emails. Important information specific to roles will be sent via the email provided.

6.1.5 Phone

All phone numbers provided are required to have country codes. A dropdown list of all country codes will be provided.

6.2 Personal Tab

6.2.1 Role

The accepted roles are Athlete, Unified Partner, Coach, Head Coach, Medical Staff, Assistant Head of Delegation, Head of Delegation, and Additional Staff. For more information on Alternates, please see section 4.0. For more information on Additional Staff, please see section 5.0.

6.2.2 Headshot Photo

The headshot photo is required and used for credentialing. It must be in JPG/JPEG ONLY.

Guidelines:

- Close up of your head and the top of your shoulders so that your face takes up 70-80% of the photograph
- Directly face the camera
- Background must be plain white
- Must be a photo in color
- The entire face should be in focus
- Eyes should be open and looking at the camera
- Nothing should block the photos (e.g. watermarks, staples, flash)
- Fine facial features should be discernible
- Photo should capture from slightly above top of hair to middle of chest
- Eyeglasses should be worn if normally used by the individual and should not cover any part of the eyes
- If possible, avoid heavy frames and tinted lenses
- Include headpieces if worn daily for religious purposes; they should not obscure or cast shadows on the eyes or any other part of the face
- Medium – resolution photography and printing are strongly recommended

Preparation is key to
REGISTRATION



INCORRECT	CORRECT	SUGGESTIONS
<i>Head Not Facing Camera</i> 	<i>Head Facing Camera</i> 	
<i>Glare on Glasses</i> 	<i>No Glare on Glasses</i> 	A slight downward tilt of the head will usually eliminate glare on eyeglasses. If this does not reduce the glare, try tilting the head slightly upward or rotating the glasses slightly upward or downward. The head should not be tilted by more than a few degrees to eliminate glare. Red Eyed conditions should be avoided. Red eye is caused by a direct reflection, through the pupil, from the retina of the eye when an on-camera flash is used, particularly for a subject who has adapted to a darkened environment. Red eye can be reduced by using an off-camera flash or by brightening the ambient lighting.
<i>Background Not Plain</i> 	<i>Plain Background</i> 	A distracting background should be avoided. Use a plain wall or a photographer's backdrop cloth as the background. The background color may be white or off-white. Ideally, the background will be out of focus so that minor markings or texture on the background are not apparent in the photo.

These three (3) questions are related to visas that the LOCs will prepare on behalf of the delegation.

The preferred SO Language options are English, Arabic, Chinese, French, Spanish, and Russian. Unlike the Native Language, you **MUST** only choose among the 6 official Special Olympic languages.

This is only mandatory for persons under the age of 18. More information may come from the LOC to match local requirements.

Please input the country registrants are living in regardless of the passport country.



6.4.3 Issue and Expiry Date

You must have a valid passport for 6 months from the expiry date of the Russian visa issued for the participation of the Special Olympics World Winter Games Kazan 2022. Passports must be valid until 10 August 2022. If any passports expire before 10 August 2022, PLEASE START THE PASSPORT RENEWAL PROCESS IMMEDIATELY.

LIST OF VISA FREE COUNTRIES:

MENA

Qatar	United Arab Emirates
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SOAF

Botswana	Seychelles
Brazil	South African Republic
Mauritius	

SOAP

Fiji	Samoa
Laos	Thailand
Palau	

SONA

Antigua and Barbuda	St. Kitts and Nevis
Dominica	St. Vincent and Grenadine
Grenada	Suriname
Guyana	

SOEE

Armenia	Kyrgyzstan
Azerbaijan	Moldova
Belarus	Montenegro
Bosnia and Herzegovina	Serbia
Israel	Tajikistan
Kazakhstan	Ukraine
	Uzbekistan

SOLA

Argentina	El Salvador
Bolivia	Guatemala
Chile	Honduras
Columbia	Nicaragua
Costa Rica	Panama
Cuba	Paraguay
Dominican Republic	Peru
Ecuador	Uruguay
	Venezuela

SOEA

Macau	Republic of Korea
Mongolia	



Please note, that every participant, applying for a Russian visa to the Embassy of the Russian Federation will be sent the Letter of Invitation and other requested documents.

EU Residents must also have a valid passport and must submit the information for registration.

For any questions related to the visa assistance (including Letter of Invitation) please contact the LOC Delegation Service department using the following e-mail address:
delegation.services@sokazan2022.com.

6.4.4 Country of Passport

Please input the country where the passport is issued from, regardless of where the registrant lives.

6.4.5 Visa Issuing Place

Please input the Embassy/Consulate of the Russian Federation, where you are going to apply for the Russian visa (city and country).

6.5 Medical Tab

6.5.1 Medical Information

Both athletes and Unified Partners are required to complete the Medical Form.

Medical screenings will NOT be provided on site in Kazan. If a form is incomplete, unsigned, or if the form is deemed to be fake, then the athlete will be unable to compete at the Games. This is for the safety of the athlete and/or the Unified Partner and per SOI policy.

Medical Information for Input into SO Connect for **Athletes, Unified Partners**, and **their Alternates**

From the Medical Form you will be asked to enter the following into SO CONNECT:

From Health History (Pages 1-2)

- Associated Conditions (e.g. Down Syndrome, Autism, etc)
- Allergies and Dietary Restrictions*
- Assistive Devices**
- Epilepsy or Seizure Disorder (Y/N) and Seizure Type
- Abnormal EKG or Abnormal Echo + Details
- Acute Infection (Y/N) + Details
- Congenital Heart Defect (Y/N)
- High Blood Pressure (Y/N)
- Vision Impairment (Y/N)
- Hearing Impairment (Y/N)
- Sickle Cell Trait (Y/N)
- Sickle Cell Disease (Y/N)
- Easy Bleeding (Y/N)

From Physical Exam (Page 3)

- Asthma (Y/N)
- Diabetes (Y/N)
- Medications and ability to take meds by self (Y/N)
- Pulse
- Blood Pressure for at least one arm
- Heart Murmur (Y/N)
- Hepatomegaly (Y/N)
- Splenomegaly (Y/N)
- AAI Clearance
- Participation Clearance level***I (Cleared; Cleared with restrictions; or Not Cleared)
- Date of physical exam
- Physician Signature listed (Y/N)

NOTE: If any of these fields are missing on the medical form or the form is incomplete in any way, you should get this information from the athlete, Unified partner, or physician before you upload their form or they may not be approved to participate.

***If someone is not medically cleared, they should not be registered.

Medical Information for Input into SO Connect for other **Delegates**

For all other Delegates (such as non-athlete/unified partners) you will be asked to enter the following from the registration page into SO CONNECT.

From Registration - All Delegates	Medical Staff Only
• Allergies and Dietary Restrictions* • Assistive Devices** • Epilepsy or Seizure Disorder (Y/N) and Seizure Type • Acute Infection (Y/N) + Details • Heart Conditions (Y/N) + Details • Mental Health Conditions (Y/N) + Details • Missing Organ (Y/N) + Details • Chronic Infection (Y/N) + Details • High Blood Pressure (Y/N) • Sickle Cell Trait (Y/N) • Sickle Cell Disease (Y/N) • Easy Bleeding (Y/N) • Asthma (Y/N) • Diabetes(Y/N) • Medications List	• Medical Degree Type • Year Degree Received • Clinical Focus • Medical License Number • Regularity Authority • Date of License Issuance • Date of License Expiration • Name of Employer • Type of Employer • Copy of Medical License • Copy of CV/Resume • Signed Letter from HOD affirming • Medical Staff (provided)

Diet Restrictions*

A general healthy diet will be provided. Please indicate in SO Connect if any individuals in your delegation would prefer a vegetarian diet, or have any other special requirements. The LOC will try to accommodate as many requests as possible, provided the information is received at time of registration.

Assistive Devices and Accommodations**

Please be sure to indicate in SO Connect if any delegation member utilizes assistive devices (including Wheelchair). Without this information appropriate housing accommodations, as well as transportation, cannot be guaranteed.

6.6 Sport and Events Tab

6.6.1 Primary Sport

Please review the Overview by Sport section of the handbook (Section 7.0). For accommodation purposes, all roles are required to have a primary sport.

Jersey numbers are required for some sports. If the question appears, do not leave this blank. Any misinformation or blank fields will hinder competition management.

6.6.2 Sport Category

Please review the Overview by Sport section of the handbook (Section 7.0).

6.6.3 Team Names

Delegations will be given a dropdown list of Team Names to choose from. Delegations should keep track of their teams via team name. For your convenience, it is recommended that you choose teams in numerical order (e.g. choose SO Norway 2 only after SO Norway 1 has been created).



Registration in
SO CONNECT

6.7 Travel and Accommodations Tab

6.7.1 Travel

Travel information must be added into SO Connect directly. Please view the travel information deadline in section 1.0.

If either the arrival or departure itinerary includes Moscow as a transit city, you must provide information about those flights as well.

Airports with Moscow as Transit City:
Sheremetyevo International Airport (SVO)
Moscow Domodedovo Airport (DME)
Vnukovo International Airport (VKO)

Airport in Kazan:
Kazan International Airport (KZN)

6.7.2 Accommodations

Please select accommodations after you have selected your primary sport. The drop-down will automatically update to one hotel option. Please select the sole accommodations option available.



The path to
KAZAN

6.8 Bio Tab

6.8.1 Bio

Bio This section is mandatory to complete. The purpose of the bio questions is to assist the LOC and Special Olympics with media and awareness efforts. The LOC plans to add athlete profiles to the Games website and make it easier for media to follow up on athletes, their performance, and their results at the Games.

6.9 Forms Tab

6.9.1 Forms

In the registration portal, an upload for the Release Form is mandatory, but there will also be a space for Likeness Release.

Athlete and Unified Partner Registration Form

All fields on the SO Connect Portal are included in this form. Use this form to gather Athlete information for input into SO Connect.

Delegate, Coach, and Additional Staff Registration Form

Head Coaches, Coaches, Assistant Heads of Delegation, Heads of Delegation, Medical Staff, Delegation Media, and Additional Staff should use this form to gather info specific to their version of registration. Use one form for each non-athlete in your delegation and ensure all the required information to enter into SO Connect is complete.

Athlete Release Form

Please upload one form for each athlete.

- Forms must be signed and dated by the athlete or their parent/guardian in order for this individual to be registered.
- If the athlete, parent, or guardian cannot sign the "Release" based on a religious objection, the Head of Delegation should inform the Delegation Services Department of the LOC in writing prior to the deadline for registration materials.
- Please read the anti-doping policy before you sign the release.

Delegate, Coach, and Unified Partner Release Form

Please upload this release form for all members on your delegation that are not an athlete.

Forms must be signed and dated by the Delegate, Coach and Unified Partner in order for this individual to be registered.

If the Delegate, Coach or Unified Partner cannot sign the "Release" based on a religious objection, the Head of Delegation should inform the Delegation Services Department of the Games Organizing Committee in writing prior to the deadline for registration materials.

Athlete Likeness Release For Sponsors (Optional)

This form is separate from the general Athlete Release Form and is intended to be an optional form that can be signed during general or event registration. Please observe the following guidelines with regard to athlete likenesses:

- **The general ATHLETE RELEASE FORM does not permit likeness use in connection with sponsors.**

The general Athlete Release Form gives Special Olympics permission to use an athlete's likeness only "to promote Special Olympics and raise funds for Special Olympics." It deliberately does not allow likenesses to be used by sponsors or to acknowledge sponsors. This is designed to allow athletes to choose whether they want to have their likenesses used in connection with sponsors. See General Rules Section 2.03.

- **Athletes have two ways to allow use of their likenesses in connection with sponsors:**

- **Sign the optional ATHLETE LIKENESS RELEASE FOR SPONSORS.** This gives Special Olympics permission to use the athlete's likeness in connection with any sponsor. This is for athletes who are comfortable being published and do not want to be asked for each specific use.
- **Sign a release for each specific use.** An athlete may give permission for a specific sponsor-related use by signing a specific release. The Special Olympics International Legal Department can provide a template for such releases.

- **Even if an athlete has given permission, please remember:**

- **Special Olympics does not promote commercial products or services.** Product placements and any suggestions of endorsement should be avoided.
- **Sponsors should be required to get approval from Special Olympics for each proposed use of an athlete's likeness.** Such uses should be reviewed by staff with sufficient knowledge of Special Olympics policies to ensure appropriate use by the sponsor. SOI sponsor uses should be reviewed by the SOI Legal Department.
- **A specific likeness release should be signed for:** (1) any use that is part of cause related marketing (e.g., "10% of each sale will be donated to Special Olympics") or (2) any use where there is any doubt about whether the athlete would be happy with the proposed use. This applies even if the ATHLETE LIKENESS RELEASE FOR SPONSORS has already been signed.

- **Tracking and Coordinating:** A report in SO Connect will track which athletes have signed the optional Athlete Likeness Release for Sponsors in order to make it easier to determine which athletes have given this permission.

Athlete and Unified Partner Medical Form

Please upload the completed multi-page medical form for each athlete and Unified Partner into SO Connect in English/Russian. Some of the medical information will also need to be entered into athlete's and Unified partner's Profile as part of SO Connect registration.

The Special Olympics Medical Form has two parts: (1) Health History (pages 1-2) and the Medical Exam (page 3). Both parts must be completed and uploaded in order for the individual to compete in the Special Olympics World Winter Games 2022:

- The Athlete Health History (pages 1-2). These pages should be completed by the athlete or parent/guardian/caregiver.
- **The Physical Exam (page 3) should be completed and signed by a medical physician or other licensed healthcare personnel such as nurse practitioner or physician assistant who is legally allowed to perform physical exams and able to prescribe medications.**
 - On this page, the physician must fill out all fields and the athlete must be marked as "ABLE" to participate or "Able to participate with restrictions" and shown to have no AAI symptoms.
 - Page 4 of the medical form is only required if a second examination is needed before cleared to participate. Most athletes will only need to complete the three pages.

For a detailed instruction guide on the form and definitions of what each field means.

If either section is missing or if the form is not signed by the physician or the athlete is not marked as cleared to participate, the form will not be accepted and the athlete will be unable to compete. A team at SOI will be reviewing a portion of the medical forms in order to ensure compliance.

As a part of the medical exam, the athlete will be examined for symptoms of spinal cord compression or Atlanto Axial Instability (AAI). If AAI symptoms are observed, an athlete MAY NOT take part in the Special Olympics sport of their choice until:

- A second Medical professional certifies that the athlete is cleared to take part. This means that the symptoms the original doctor has noted have been further reviewed and do not relate to a spinal cord compression or AAI.
- The Athlete or Parent/Guardian (for minor athlete), signs the Atlanto Axial Instability release form*. This form confirms that they have been informed of and understand the findings of the medical professional's exam.

If the Delegation has a team physician or Medical Staff member accompanying the team to the Special Olympics World Winter Games 2022, that individual should review all medical forms submitted for athletes/Unified partners prior to submission and confirm the form is complete and athlete is appropriately cleared. This will also help the medical staff from SOI and LOC prepare for the Games.

Medical Staff Declaration Form (to be signed by the HOD)

This form indicates the HOD has confirmed the qualifications of the Medical Staff to their knowledge.

COVID-19 Supplemental Form

In addition to the medical form data, all delegates must also complete a supplemental form related to COVID. This form will ask whether a delegate has had COVID, been cleared for sport participation, and if they have had a COVID vaccine. *At this time, this information is only for planning purposes and will NOT be used to determine eligibility for participation.* Additional questions related to COVID and vaccines may be asked closer to the start of Games.

6.10 Submission

6.10.1 Submission

Please review this tab to make sure you have every tab complete. Any errors of missing mandatory information will appear in under this tab and prevent a 100% registration completion. By clicking your error in this tab, SO Connect will take you to specific tabs that contain the error.



Accuracy is KEY to
REGISTRATION