



SPECIAL OLYMPICS
WORLD GAMES
BERLIN 2023

Delegation Registration Handbook

17 —
25 JUNE
2023

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Table of Contents

Letter from Chief of Sport and Competition , SOI.....	5
1. REGISTRATION TIMELINE.....	6
2.REGISTRATION METHOD.....	7
2.1 GENERAL INFORMATION.....	7
2.2 DELEGATION STAFF.....	8
Heads of Delegation (HODs) & Assistant Heads of Delegation (AHODs)	8
Medical Staff	9
2.3 ALTERNATES AND WITHDRAWALS.....	9
Alternates	9
Withdrawals.....	9
3. REGISTRATION INSTRUCTIONS	10
4. OVERVIEW OF REGISTRATION FIELDS.....	13
STEP 1 – LOG INTO THE REGISTRATION SYSTEM	13
STEP 2 - ACCESS THE REGISTRATION HOME PAGE	15
STEP 3 – ADD A NEW REGISTRATION.....	17
STEP 3.1. – ADD NEW PARTICIPANT – Individual registration.....	18
STEP 3.2. – COMPLETE THE REGISTRATION FORM (manually)	21
STEP 3.3. – IMPORT PARTICIPANTS (= BULK UPLOAD).....	39
STEP 4 – REGISTRATION MANAGEMENT.....	47
STEP 5-REPORTS PAGE.....	49

STEP 6- FILES PAGE	55
5. OVERVIEW OF SPORT.....	57
5.1 GENERAL INFORMATION.....	57
5.2 SPORTS LIST.....	60
ATHLETICS	61
BOCCE.....	63
BADMINTON	64
BASKETBALL 3X3.....	65
BASKETBALL 5X5.....	66
BEACH VOLLEYBALL	67
BOWLING	68
CYCLING	69
EQUESTRIAN	70
FIELD HOCKEY	71
FOOTBALL (7-A-SIDE)	72
FUTSAL.....	73
GOLF	74
GYMNASTICS ARTISTIC.....	75
GYMNASTICS RHYTHMIC	76
HANDBALL	77
JUDO	78

KAYAKING	79
POWERLIFTING.....	80
ROLLER SKATING	81
SAILING.....	82
SWIMMING	83
TABLE TENNIS.....	85
TENNIS	87
VOLLEYBALL	88
6. VISA SUPPORT	89
6.1 VISA REGULATIONS.....	89
6.2 PASSPORT EXPIRE DATE.....	89
6.3 TIME REQUIRED TO PROCESS A VISA APPLICATION.....	90
6.4 CITY WHERE YOU APPLY FOR A VISA.....	90
6.5 VISA FOR REFUGEES	90
6.6 FURTHER INFORMATION	91



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Letter from Chief of Sport and Competition , SOI

To: Accredited Special Olympics Programs attending the Special Olympics World Games Berlin 2023
From: Lou Lauria, Chief of Sport and Competition, Special Olympics International (SOI)
Date: 25 October 2022
Re: Athlete Selection for the Special Olympics World Games Berlin 2023

Welcome to the registration process for the Special Olympics World Games Berlin 2023. We are excited to have your Delegation participate in these World Games. Attached in this handbook you will find all you need to gather the information from all your members of the Delegation. We strongly encourage you to start the process to collect all the needed information as soon as possible. Please also note that the registration deadline is February 1st and that no delays will be accepted.

All accredited Programs registering Delegations to participate in the Special Olympics World Games Berlin 2023 are strongly encouraged to adhere as closely as possible to Section 13 "Criteria for Advancement of Higher Level Competition" of Special Olympics Sports Rules, Article 1. However, we understand that this may not be possible through global challenges. In these cases, we recommend that the guidelines from the Athlete Selection During COVID-19 Criteria (<https://www.specialolympics.org/our-work/covid19>) is reviewed and followed.

Please contact your Regional Sports Director should you need clarification of any of the above policy issues or rules. It is expected that you should have reviewed the rules prior to the World Games. The Special Olympics Sports Rules can be found on our website at:

<http://resources.specialolympics.org>

We would like to thank the continuous dedication and hard work of our athletes, local programs, regions, SO Germany, and the Berlin 2023 Local Organizing Committee. As an organization, we are prepared to navigate these challenging times with you for what will be an uplifting event. It is important now, more than ever, that we spread our message of acceptance and inclusion.

Thank you very much

Lou Lauria

Chief of Sport and Competition
Special Olympics, Inc.

cc Regional Presidents

Regional Sport Directors

Special Olympics World Games Berlin 2023 LOC
SOI Sport & Competition Department



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1. REGISTRATION TIMELINE

Welcome to the registration process for the Special Olympics World Games Berlin 2023.

This handbook has been produced to guide you through the process of gathering the registration data for your SO Program's delegation. We strongly encourage you to start the process of collecting the data as soon as possible. The **REGISTRATION DEADLINE IS 01 FEBRUARY 2023** and delays will not be accepted.

The Special Olympics Sports Rules can be found on the Special Olympics International website at: <http://resources.specialolympics.org>. We expect that you will have reviewed the rules prior to the Games.

IF YOU NEED ANY HELP, the Delegation Services Team of the Local Organizing Committee (LOC) will be happy to support you through the registration process as your **primary point of contact**. We are working closely with your assigned Global Registration Team member (GRT) to assist you.

You can contact your assigned Delegation Relationship Coordinator or Delegation Services at the following email: DELEGATION.SERVICES@BERLIN2023.ORG

REGISTRATION TIMELINE

DATE	DEADLINE
Monday, 31 October 2022	Registration opens at 31 st October 00:01 AM CET time
Wednesday, 01 February 2023	Registration Deadline for all Delegation Members (including Alternates and travel information) will be on the 1st February at 23:59 PM CET. Only completed registrations will be accepted.
Tuesday, 2 May 2023	Alternate Activation Deadline

2. REGISTRATION METHOD

2.1 GENERAL INFORMATION

All Delegations are required to use the **online Registration System** provided by Wiz-Team, to register their Delegation members. No other methods of registration will be accepted.

The use of the Registration System requires a user account. Each Delegation registration contact who has submitted the required information to the Delegation Services/Global Registration Team (GRT) will receive instructions from the system by email for creating their user account. When registration opens, you will receive training and guidance from your assigned GRT on how to complete registrations using the Registration System.

REGISTRATION WILL OPEN ON 31 OCTOBER, 00:01 AM CENTRAL EUROPEAN TIME (CET). Each Delegation registration contact should work together with the LOC Delegation Services Team and their assigned Global Registration Team Member to ensure all deadlines are met. We strongly encourage you to register **alternates for all roles** as no new registrations will be accepted after the deadline.

The Delegation registration contact is responsible for registering all members of their Delegation.

- Additional Staff
 - Additional Staff (Medical) (1)
 - Additional Staff (Press)
 - Additional Staff (Sport)
 - Additional Staff (Overall Team Support)
- Alternate Athletes
- Alternate Delegation Member
 - Alternate - Additional Staff (Medical)
 - Alternate - Additional Staff (Press)
 - Alternate - Additional Staff (Sport)
 - Alternate - Additional Staff (Overall Team Support)
 - Alternate - Assistant Head of Delegation
 - Alternate - Coach
 - Alternate - Head Coach
 - Alternate - Head of Delegation
 - Alternate - Medical Staff
 - Alternate Unified Partner
- Assistant Head of Delegation
- Athlete
- Head Coach / Coach
- Head of Delegation

- Medical Staff
- Unified Partner

(1) One Medical Staff per Delegation is free of cost—for any additional medical staff will the AS fee apply

Each Delegation is responsible for the cost and logistics of their arrival to the recommended Points of Entry and their departure from Berlin. Additional costs may arise for Additional Staff (fee per person is 1.650 EUR) and Single Room Upgrades (fee per person 715 EUR per person).

From your arrival on 12 June (HODs 9 June) until your departure on 26 June, the LOC will cover your Delegation's on-site expenses for accommodation, meals and local transportation (for officially registered Delegation members only). Any additional days outside will be at your Delegation's cost.

There are certain participation rules for each sport that the Registration system will help manage. Please see [5. OVERVIEW OF SPORT](#) for a list of these rules.

2.2 DELEGATION STAFF

Heads of Delegation (HODs) & Assistant Heads of Delegation (AHODs)

Each Delegation must appoint a person to lead the Delegation. The Head of Delegation is the main contact person for the LOC and is responsible for the entire Delegation (across all sports). This relates to both the preparation for the Games and the smooth running of the event. Head of Delegation (HOD) or Assistant Head of Delegation (AHOD) must be fluent in English. If for any reason it would be a challenge for the Delegation, it is strongly encouraged to use the AS role to have a member of the Delegation able to speak English fluently.

The HODs and AHODs **are required to complete the HOD READINESS TRAINING** on the Learning Management Portal (<https://learn.specialolympics.org/>). Please reach out to your GRT members for instructions on how to access the courses. We require that all HODs and AHODs create an account on the Learning Management Portal before courses can be added.



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Assistant Heads of Delegation: Please note that only Delegations with more than six Athletes receive a quota for an Assistant Head of Delegation in their Delegation.

Medical Staff

Please note that there are requirements and forms specific to Medical Staff. Each delegation is allocated one medical staff without incurring the cost of AS staff. Detailed job Description can be found on the registration portal.

2.3 ALTERNATES AND WITHDRAWALS

Alternates

Registration of Alternates is required for Athletes, Unified Partners, Coaches, Head Coaches, Head of Delegation, Assistant Head of Delegation and Medical Staff by the official registration deadline. The activation of already registered Alternates is possible **UNTIL 2nd of May 2023**.

The Alternates for Athletes, Unified Partners and Coaches activated **MUST** be the **1) SAME GENDER**, in the **2) SAME SPORT**, and in the **3) SAME EVENT** as the original Delegation member. SOI and the LOC reserve the right not to accept the requested change. If a visa is required, the change may not be accepted if there is not sufficient time to process the request. The Medical and the Release form for Alternates will need to be uploaded to the system by the activation date.

To activate an Alternate, please reach out to the Delegation Services Team of the LOC (delegation.services@berlin2023.org).

Withdrawals

If for any reason after the registration deadline someone needs to withdraw from a Delegation, please contact the Delegation Services Team of the LOC (delegation.services@berlin2023.org).

3. REGISTRATION INSTRUCTIONS

Through the Registration System you will be able to:

- **ADD NEW REGISTRANTS** either individually or in bulk (up to 400 participants at one time).
- **SAVE** incomplete registrations and return to complete them before the registration deadline.
- **EDIT** registrants' information either individually or in bulk until the registration deadline.
- **VIEW and DOWNLOAD** reports for your delegation.

Before you begin registering members of your delegation ensure you have read and fully understood the **Registration Handbook** make sure you are **FULLY PREPARED** and follow the guidelines below:

- All information must be **entered in English**. Non-English characters will not be accepted.
- The only fields where you may answer in one of the other six (6) SO Languages (Arabic, Chinese Mandarin, German, French, Russian or Spanish) are the **Bio questions** for Athletes and Unified Partners
- Ensure that you have the needed information from the participant you are registering:
 - Sport Specific information
 - Travel details including a booking confirmation
 - Credential Photo
 - Valid Passport/ID
 - Agreement Terms & Conditions
 - Data Privacy & Protection
 - Declarations of Consent Film and Photo rights
 - Athlete Registration & Release Form
 - Medical Form
 - Proof of COVID vaccination (you may be required to complete a COVID survey or provide COVID related data at a later stage)



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- Please be ready to submit copies of the required Identification Document, passport etc. In addition, you will need to attach the Registration/Release form and/or medical form.
- The number of registrants must match the **confirmed quota allocation**.
- Please note medical forms are required **for Athletes and Unified Partners**. When attaching handwritten forms (e.g. medical) please ensure they are submitted **with clear, easily readable handwriting**. For rest of Delegation members Health History will be captured.
- **You will be unable to complete a registration with missing mandatory fields**. Registrations are only completed when you have entered all the mandatory fields (marked with *) and clicked "**SAVE AND CONFIRM REGISTRATION**".
- **Incomplete registrations will not be accepted** by GRTs and the LOC. Please ensure you have completed the registration for all members of your delegation.
- **Do NOT enter placeholder information** to complete registrations. Mandatory fields have been implemented to ensure registrations are not submitted missing necessary information and all information entered should be true and accurate.
- **The registration form is saved section by section**. If you do not yet know the answer to one of the mandatory fields in any section, do not open this section. If you are already in the section with a mandatory field that you do not have an answer to, then exit the form by pressing the HOME button and then return to complete the remaining fields. The applicant's registration status will remain 'incomplete' until the missing section is completed.
- Please **retain a copy of all forms** you submit with registrations.
- At the registration deadline of 1 February 2023, 23:59 Central European Time (CET) your access will update to read-only. If you complete your delegation's registrations before this date, we kindly ask that you **inform the Delegation Services Team** so data validation can begin.



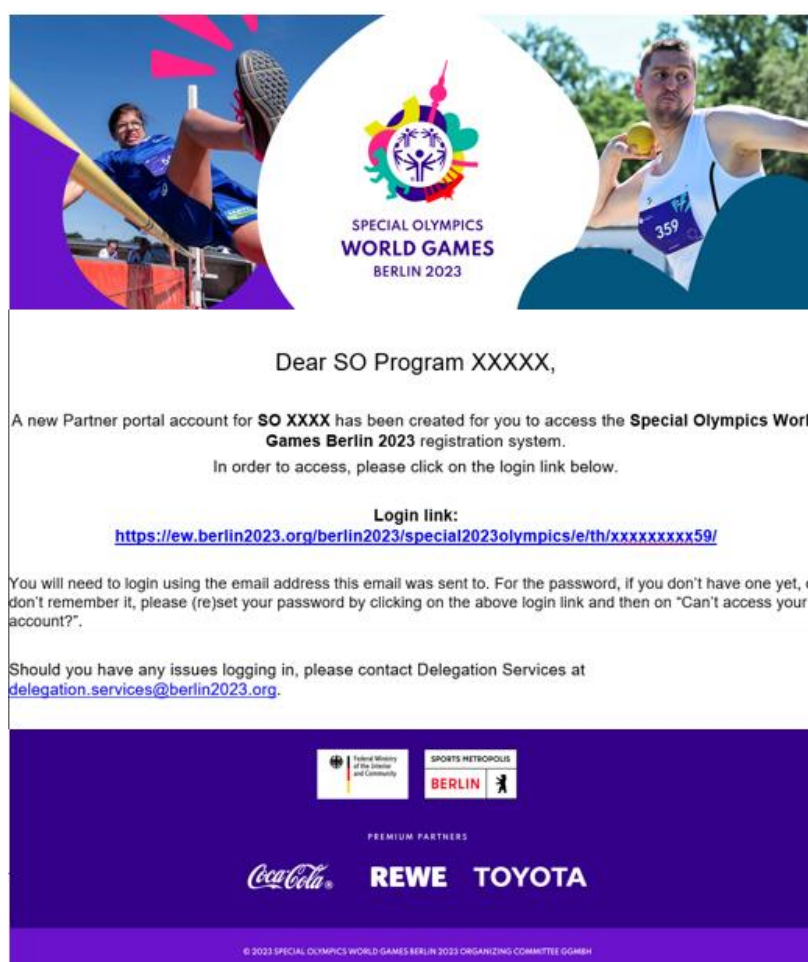
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THE DEADLINE TO SUBMIT REGISTRATIONS IS 1 FEBRUARY 2023. This includes travel information. Please ensure you meet the registration deadline as delays in completing registrations will not be accepted. If accurate travel arrangements are not entered by the deadline, the LOC cannot guarantee arrival and departure services. If you foresee that some information will not be available by the deadline, please inform the Delegation Services Team at the earliest possible opportunity to allow the LOC to work with SOI and your Delegation to find an appropriate solution. However, the LOC cannot guarantee that any delays will be accepted as important operational processes depend on the registration deadline.

4. OVERVIEW OF REGISTRATION FIELDS

STEP 1 – LOG INTO THE REGISTRATION SYSTEM

1.1. Each email on the list of Users that you shared with DRCs and/or GRTs, will receive a **login email**, inviting them to access the system:



1.2. By clicking on the link, you will be taken to the Welcome page.

To login, use the same email which received the email invitation.

1.3. The first time you log in, the password must be (re)set. To do so, click on “Can’t access your account?”

Welcome

Email

Password

[Can't access your account?](#)


LOGIN

1.4. Enter the email to which you received the initial invitation, click the checkbox and press ‘Enter’. You will then shortly receive an email with a link to ‘reset your password’.

Reminder password

Email

Click on the checkbox ☐ I'm not a robot

 reCAPTCHA
Privacy Terms

ENTER

1.5. By clicking on “Reset your password”, you will be directed to set up your password. Please note that you will have one hour from receiving the email to complete the process.

Password Reset

We have received a request to reset your password.

Reset your password

After clicking on this button, you will be asked to create a new password.
This link will expire in one hour.

If you did not request your password to be reset, you can ignore this message.

Best regards,
support Team

1.6. Once your password is created you will be able to log in to your SO Program profile using your email address and password.

Welcome

Your password has been reset.

Email

Password

[Can't access your account?](#)

LOGIN

NOTE: If you do not receive the email to login, please check your Spam/Junk folder and, if found, move it to your Inbox to continue. If it is not there either, contact your respective GRT.

STEP 2 - ACCESS THE REGISTRATION HOME PAGE

Once you have logged in, you will be taken to your SO Program's **HOME** page. You can bookmark the **HOME** page after logging in to provide easy access on subsequent visits. Alternatively, you will need to follow the link in your invitation email to access the **HOME** page.

The Home page displays the following information:



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HOME REPORTS FILES SO Germany RU FR ES EN DE CN AR

WELCOME TO THE REGISTRATION PROCESS FOR THE SPECIAL OLYMPICS WORLD GAMES BERLIN 2023. WE ARE EXCITED TO HOST YOUR DELEGATION!

PLEASE NOTE THAT THE REGISTRATION DEADLINE IS 1 FEBRUARY 2023 AND THAT NO DELAYS WILL BE ACCEPTED.

DETAILED INSTRUCTIONS CAN BE FOUND IN THE REGISTRATION HANDBOOK VIA THIS LINK.

YOUR REGIONAL GLOBAL REGISTRATION TEAM MEMBER (GRT) WILL OFFER YOU TRAINING ON HOW TO USE THE REGISTRATION SYSTEM.

IF YOU REQUIRE FURTHER ASSISTANCE, YOUR DELEGATION RELATIONSHIP COORDINATOR WILL BE HAPPY TO SUPPORT YOU THROUGHOUT THE REGISTRATION PROCESS.

Roles	Total
Additional Staff	0/41
Alternate Athlete	0
Alternate Delegation Member	0
Alternate Unified Partner	0
Assistant Head of Delegation	0/6
Athlete	0/352
Head Coach / Coach	0/119
Head of Delegation	0/1
Medical Staff	0/1
Unified Partner	0/60

ADD NEW PARTICIPANT IMPORT PARTICIPANTS

Search:

<input type="checkbox"/>	First name	Last name	Role	Sport	Registration status	Actions
No records available						

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In the top right corner of your home page, you will be able to select one of the **SO LANGUAGES** to proceed with the registration process: Arabic, Chinese Mandarin, English, French, Russian, Spanish, and German. The purpose of the translation is for you to better understand the content, but please keep in mind that all information must be entered in English (except for the bio section). Please note the Sport Entries section will only be provided in English.

HOME: clicking on this tab will bring you back to the HOME page.

REPORTS: this tab contains REPORTS created by the LOC that can be used to view and edit registration data (more info at [STEP 5-REPORTS PAGE](#)). Reports can be accessed online or downloaded into Excel for offline use.

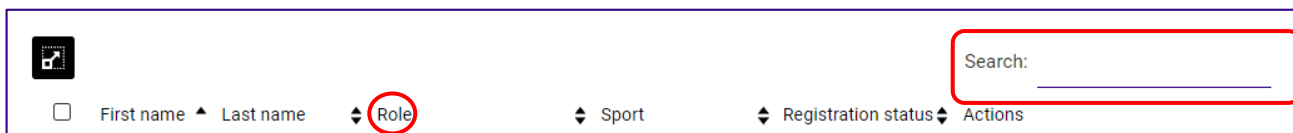
FILES: the FILES page provides access to manuals, forms, and bulk import templates (more info at [STEP 6- FILES PAGE](#))


“ADD NEW PARTICIPANT” will direct you to the pages for registering new delegates individually (more info at [STEP 3.1. – ADD NEW PARTICIPANT](#)).

“IMPORT PARTICIPANTS” will direct you to the pages for registering new delegates in bulk (more info at [STEP 3.3. – IMPORT PARTICIPANTS \(= BULK UPLOAD\)](#)).

A **dynamic table** that automatically reflects the number of delegates you have registered divided by Role, showing your SO Program’s quota for your reference.

A **dynamic table of records** that displays basic data of your registered delegates:



– by clicking on this button  , you can display your delegates in full screen. Clicking on the arrows/triangles next to the field names will reorganize the display order of your delegates. A search bar will allow you to filter the table of records. You can use this to search by role, sport, or name.

STEP 3 – ADD A NEW REGISTRATION

There are two ways you can complete your delegates registrations, **“Add new Participant”** and **“Import Multiple Participants”**. The following sections will describe these processes.

STEP 3.1. – ADD NEW PARTICIPANT – Individual registration

3.1.1. Click “ADD NEW PARTICIPANT”.

Welcome to the registration process for the **Special Olympics World Games Berlin 2023**. We are excited to host your Delegation!


Please note that the registration deadline is **1 February 2023** and that no delays will be accepted.


Detailed instructions can be found in the Registration Handbook via this [link](#).


Your regional Global Registration Team member (GRT) will offer you training on how to use the registration system.

If you wish further assistance, your Delegation Relationship Coordinator is happy to support you in the registration process.

Roles	Total
Additional Staff	0/10
Alternate Athlete	0
Alternate Staff	0
Alternate Unified Partner	0
Assistant Head of Delegation	0/1
Athlete	0/40
Head Coach / Coach	0/10
Head of Delegation	0/1
Medical Staff	0/5
Unified Partner	0/20

ADD NEW PARTICIPANT 

IMPORT PARTICIPANTS 

 Search: _____

☐ First name ▲ Last name ⇅ Role ⇅ Registration status ⇅ Actions

No records available

3.1.2. Select the role of the delegate you wish to register, and press “CONTINUE”.

Register as

- ☐ Additional Staff (0 / 10)
- ☐ Alternate Athlete
- ☐ Alternate Staff
- ☐ Alternate Unified Partner
- ☐ Assistant Head of Delegation (0 / 1)
- ☐ Athlete (0 / 40)
- ☐ Head Coach / Coach (0 / 10)
- ☒ Head of Delegation (0 / 1)
- ☐ Medical Staff (0 / 5)
- ☐ Unified Partner (0 / 20)

CONTINUE



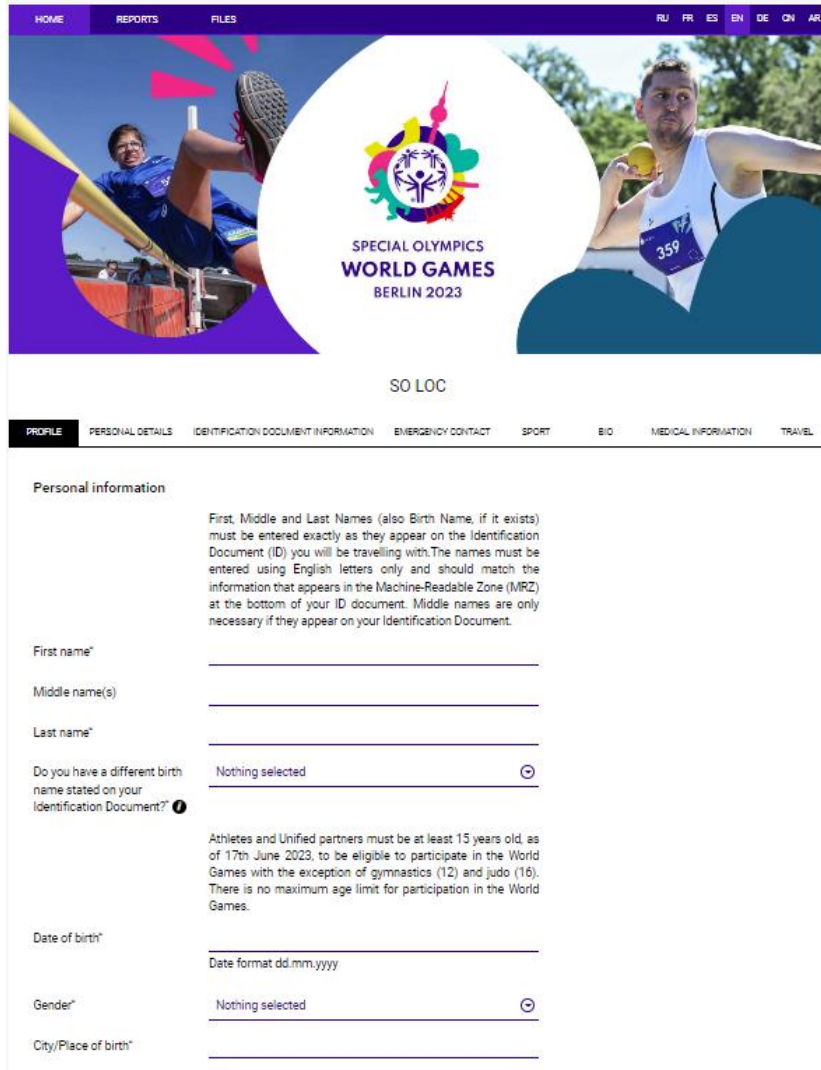
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NOTE:

Select “**Additional Staff**” to register Additional Staff (Medical), Additional Staff (Press), Additional Staff (Sport), and Additional Staff (Overall Team Support);

Select “**Alternate Delegation Member**” to register Alternate - Assistant Head of Delegation, Alternate - Coach, Alternate - Head Coach, Alternate - Head of Delegation, Alternate - Medical Staff, Alternate - Additional Staff (Medical), Alternate - Additional Staff (Press), Alternate - Additional Staff (Sport), and Alternate - Additional Staff (Overall Team Support).

You will now be brought to the Registration Form. Complete the information requested in each section. Only sections and fields relevant to the role you are registering for will be displayed. After completing all the required information in a section, click on “**NEXT STEP**” to continue to the next section.





The screenshot shows the 'SO LOC' (Special Olympics Location) registration portal. The header includes navigation links: HOME, REPORTS, FILES, and language options: RU, FR, ES, EN, DE, CN, AR. The main banner features the event logo and two photos of athletes. Below the banner, a tabbed interface shows 'PROFILE' selected, with other tabs for PERSONAL DETAILS, IDENTIFICATION DOCUMENT INFORMATION, EMERGENCY CONTACT, SPORT, BIO, MEDICAL INFORMATION, and TRAVEL. The 'Personal information' section contains the following fields and instructions:

- First name***: Text input field.
- Middle name(s)**: Text input field.
- Last name***: Text input field.
- Do you have a different birth name stated on your Identification Document?**: Dropdown menu with 'Nothing selected' and an information icon (i).
- Date of birth***: Text input field with a date picker icon. Below it, the format 'dd.mm.yyyy' is specified.
- Gender***: Dropdown menu with 'Nothing selected' and a dropdown arrow icon.
- City/Place of birth***: Text input field.

Additional text in the 'Personal information' section: 'First, Middle and Last Names (also Birth Name, if it exists) must be entered exactly as they appear on the Identification Document (ID) you will be travelling with. The names must be entered using English letters only and should match the information that appears in the Machine-Readable Zone (MRZ) at the bottom of your ID document. Middle names are only necessary if they appear on your Identification Document.'

Additional text below the date of birth field: 'Athletes and Unified partners must be at least 15 years old, as of 17th June 2023, to be eligible to participate in the World Games with the exception of gymnastics (12) and judo (16). There is no maximum age limit for participation in the World Games.'

Special signs:

1. Fields marked with an Asterix (*) are **mandatory** and you cannot proceed to the next tab until you fill in all mandatory fields within one section.
2. Some fields have an  icon next to their name. Clicking on the icon displays a pop-up window with **additional information** related to the field.
3. Fields requiring a **document upload** will contain the icon  which when clicked will prompt you to provide the file from your computer. (e.g., scanned copy of passport, credential photo)

STEP 3.2. – COMPLETE THE REGISTRATION FORM (manually)

SECTION: PROFILE

SUBSECTION: Personal Information

- **First, Middle and Last Names** (also Birth Name, if it exists) must be entered exactly as they appear on the Identification Document (ID) you will be travelling with. The names must be entered using English letters only and should match the information that appears in the Machine-Readable Zone (MRZ) at the bottom of your ID document. Middle names are only necessary if they appear on your Identification Document.
- A **birth name** is a different last name stated on the ID. Applicable mostly for EU ID cards. If the registrant has a different birth name which is written on the ID, it should be added.
- Please enter the **date of birth** of the registrant in the format **DD.MM.YYYY**. Athletes and Unified partners must be at least 15 years old, as of 17th June 2023, to be eligible to participate in the World Games except for gymnastics (12) and judo (16). There is no maximum age limit for participation in the World Games.

Options for **gender** are *Male, Female, Diverse*. “Diverse” includes, but is not limited to, intersex, agender, amalgagender, androgynous, bigender, demigender, female-to-male, genderfluid, genderqueer, male-to-female, neutrois, non-binary, pangender, third sex, transgender, transsexual, two spirit, and unspecified. For people who choose “Diverse”, SOI and the LOC will work with the Delegation to confirm which biological gender (male or female) the registrant prefers for accommodation. The competition gender should be selected in the system.

SUBSECTION: Contact details

- We strongly recommend adding the personal **email addresses** of all delegation members. Important role-specific information will be sent to the specified email address.
- **Phone** numbers provided will need to include the relevant country code. Select the country code from the drop-down list and then enter the mobile phone number, leaving out the first 0 and without spaces. For example, you would select the German flag and add digits without spaces: 15733091695


SECTION: PERSONAL DETAILS

SUBSECTION: Credential Information

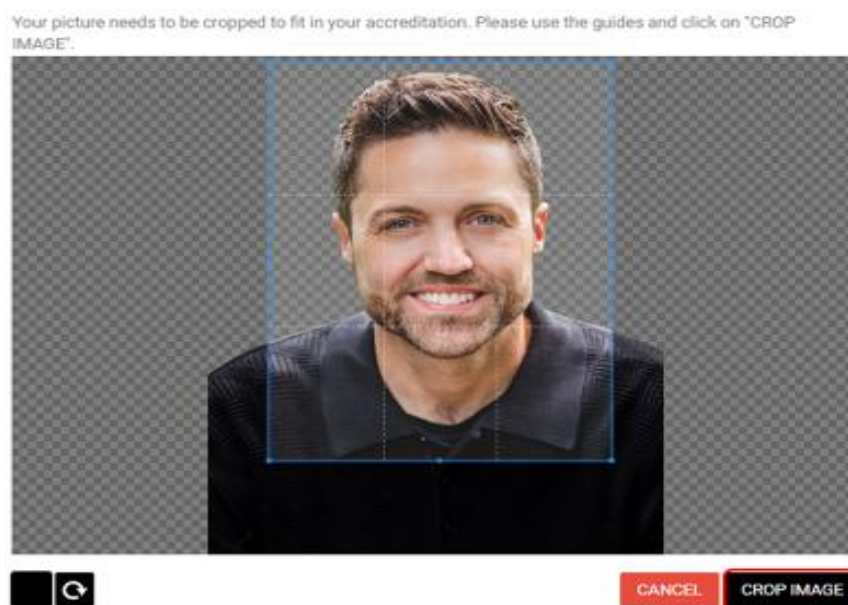
- If any member of your delegation uses a preferred name rather than the name which appears on their ID, please select "Yes" to the following question: **Would you prefer to have a different First or Lasts name on your credential, official results, scoreboards, and the website than what is printed on your ID?** The preferred name fields will then be shown. The names must be entered using English characters and cannot be nicknames.
- **The credential photo** should be a headshot photo, as it will be printed on your credential. It must be in **JPG/JPEG/PNG format**.
- The photo must meet the following guidelines to be accepted:
- The photo should capture from slightly above the top of the hair to the middle of the chest so that your face takes up 70-80% of the photograph.
- The individual should be directly facing the camera with their entire face in focus.
- Eyes must be open and looking at the camera.
- The background must be light.
- The photo must be recent and in color.
- Blurry or pixelated photos will not be accepted.
- Medium-resolution photography and printing are strongly recommended

- Nothing should block the photos (e.g. watermarks, staples, flash).
- Eyeglasses should be worn if normally used by the individual and should not cover any part of the eyes. They cannot be sunglasses.
- 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.

To upload the **credential photo**:

- Click on the icon  and a pop-up window will open.
- 2. Click on the blue icon under “**Select image**” and you will be prompted to locate the relevant folder from your computer. Alternatively, you can drag and drop the photo directly from your computer folder onto the blue icon for it to be uploaded.
- 3. Then click “**VALIDATE**” to save the photo.

If the photo doesn't have the correct dimensions, a new window will open to crop the photo. After appropriately resizing the photo, click “**CROP IMAGE**” to save.



After uploading a photo, you can also click on the crop button to crop or rotate the uploaded image. As before, a popup will appear with buttons to rotate right, left, crop or cancel the command.

SUBSECTION: Address

Country/Area of Residence should be selected from the drop-down menu, while the other address fields should be completed using only English characters.

Please note there are separate fields for street and house number. A property name can be entered in place of a house number if appropriate. If no number or name exists, please enter n/a.

SUBSECTION: Language

The 7 official languages of the Special Olympics are options are Arabic, Chinese, English, French, Russian, Spanish, and German, please select the relevant **preferred SO language** from the drop-down list.

SUBSECTION: Special Diet

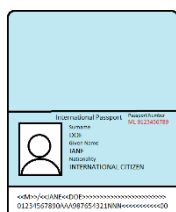
This subsection will allow you to indicate if the registrant has any **dietary restrictions, food allergies** or special considerations. We will do our best to accommodate them, within reason. Many meals are served buffet style and there will be distinct options available. The onsite team will be happy to help in deciding which option is most suitable.

- You will be asked to indicate if the registrant has a **Fish/Shell** and/or **Nut allergy**, is **Gluten** and/or **Lactose intolerance**, or follows a **Halal, Kosher, Vegan** or **Vegetarian** diet. If fish/shell and/or nuts allergies are indicated, you will be asked to provide more specific details.
- **Other dietary requirements** will give you the opportunity to indicate additional dietary requirements. Only allergies, intolerances, and requirements related to medical or religious/cultural can be considered. If the registrant has severe food allergies, please indicate it here and we will contact you for further clarification.

SECTION: IDENTIFICATION DOCUMENT INFORMATION

You will be asked to provide information on the Identification Document (ID) of the registrant. The accepted forms of ID are **Austrian/German/Swiss ID Cards**, **ID cards of other European Union Countries**, **Passports** and **Refugee travel documents**. You can also indicate if the registrant does not possess an Identification Document.

- Please note the “ID Card of Other European Union Countries” will only be accepted from registrants from European Union countries, that are allowed to enter Germany without a visa and without a biometric passport.
- Please input the **country of the identification document**, regardless of where the registrant currently lives.
- Uploading **an ID scan** is mandatory if the registrant selects “Passport” or “ID Card of Other European Union Countries”.
- Please [click here](#) to read our Data Privacy & Protection policy (Section 18) for more details.



- Please provide a scan of the same ID (Passport data page or front and back of ID card) that will be used by the registrant when travelling to Germany. The scan must be clear and in-focus and show all identification data including the Machine-Readable Zone found at the bottom of the passport data page / ID card. Accepted file formats are JPG, JPEG, PNG, PDF, ZIP. If you need to upload more than one file, you must zip them together and upload the zip file
- Please consider that uploading an ID or passport will improve risk management significantly. Identification data is used when unforeseen circumstances arise, which may include, but are not limited to, loss of passport(s) or ID(s), medical emergencies, absent participants, or other circumstances where a passport or ID would be required or assist with the mitigation efforts.
- Please refer to [this link](#) to know if the registrant needs **to apply for a visa** to enter Germany. Please note the need for a visa depends on nationality, not on country of



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residence.

If the registrant does require a visa, please complete the **Appointment date** (format: DD.MM.YYYY) if one has already been booked at the relevant embassy/general consulate; the **Passport Expiry date** (format DD.MM.YYYY) and **City where you would apply for a visa**. More information can be found at: [6. VISA SUPPORT](#)

- You must have a valid passport for 3 months from the expiry date of the German visa issued for the participation of the Special Olympics World Games Berlin 2023. Passports must be valid until 26.09.2023. If any passports expire before 26.09.2023 dates, PLEASE START THE PASSPORT RENEWAL PROCESS IMMEDIATELY.

SECTION: PARENT/GUARDIAN INFORMATION

Registrants born **later than the 17 June 2005** will be asked to provide their Parent/Guardian Information: Parent/Guardian First and Last Name and Parent/Guardian Phone (the country-specific code should be selected from the drop-down list, then the number should be entered leaving out the first 0 and without spaces).

SECTION: EMERGENCY CONTACT

The emergency contact will be the person notified in the event of an emergency affecting the registrant. The following information is required for all delegates: Emergency Contact First and Last Name, Emergency Contact Phone, Emergency Contact Email and Emergency Contact Relationship.

SECTION: ROLE

For Coaches and Head Coaches, confirm if the registrant is either a coach or head coach and indicate which sport they are responsible for.

For Additional Staff, the specific Role should be selected: Additional Staff (Medical), Additional Staff (Press), Additional Staff (Sport) or Additional Staff (Overall Team Support). If Additional Staff (Sport) is selected, the registrant can choose up to three (3) Sports.

For all alternate delegation members, their specific Roles should be selected. If that role is Alternate Coach or Alternate Head Coach, you will be prompted to select their one (1) Sport from the drop-down list. If that role is Alternate Additional Staff (Sport), the registrant can choose up to three (3) Sports.

SECTION: COACH CERTIFICATION (Coaches and Head Coaches)

- If a coach has completed a coach education certification awarded by a Special Olympics Program/Region/International, National Governing Body of Sport, Regional/International Sport Federation, Recognised Educational Institution, then “Yes” should be selected for Do you hold a coach certification?
- If the registrant holds a relevant coach certification, the Coach certification status should be selected. You can select one or more box(es) to best describe the current coach certification status: A certification from the Special Olympics (Program, Region, International); A certification from the Sport Federation or Governing Body (National, Regional, International) and A certification from the Recognised Educational Institution.
- You will have to confirm if the registrant has completed the “Special Olympics World Games Coach Preparation Course” and the “Special Olympics Unified Sports Coaching Course”. If “Yes” is selected, the certificates will need to be uploaded. Accepted file formats are JPG, JPEG, PNG, PDF.

For more information on how to find the courses and available languages, [click here](#). For more information on how to create your account on the Special Olympics Online Learning Portal, [click here](#). For information on how to download your certificate from the **Special Olympics Online Learning Portal**, [click here](#).



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SECTION: SPORT (Athletes and Unified Partners)

Athletes and Unified Partners will be able to register in ONE (1) Sport only.

SECTION: SPORT ENTRIES (Athletes and Unified Partners)

After adding Athletes and Unified Partners into the Sport, the SPORT ENTRIES section appears. Here Athletes and Unified Partners can be inscribed into specific events and some sport-specific data can be added. Please follow the Sport Entries Regulations written in OVERVIEW OF SPORT section of this Handbook, and in the SPORT ENTRIES section on the system while inscribing Athletes and Unified Partners into events. It is possible to review the list of Athletes and Unified Partners per sport on the REPORTS page, where the list of the registered teams per sport can be seen as well.

SECTION: BIO (Athletes and Unified Partners)

Our participating Athletes and Unified Partners have a lot of incredible stories to tell. Stories help us make a personal connection and communicate the power of our movement to a broader audience. This is especially important as we strive to end discrimination against people with intellectual disabilities and create inclusive communities. Our stories should demonstrate how Special Olympic Athletes are leading the way to this bright future. Our team will use the answers to the questions below to collect stories for external communication and social media.

You will be asked to indicate 'How many years have you been competing in Special Olympics?' for each registrant and then select one of the following questions that the Athlete or Unified Partner has chosen to answer. This field can be answered in any of the **7 official languages** of the Special Olympics, Arabic, Chinese Mandarin, Deutsch, French, English, Russian or Spanish. Responses must contain a minimum of 100 characters with a maximum of 500:

- Who has been the most influential person in your life? Why?
- What is one piece of advice you have for your fellow athletes?
- What is one barrier you have overcome? How did you do it and what did you learn?

- What is your proudest sports moment?
- What have you learned playing sports that you use in work/school/life?
- What is your ultimate goal for sports? For your life outside of sports?

SECTION: MEDICAL INFORMATION

Note: The medical data entered for athletes and unified partners through the registration system is based on the Special Olympics Medical Form.

- The Special Olympics Medical Form has **two** parts: (1) Health History (pages 1-3) and the Physical Exam (page 4). Both parts must be completed and uploaded for the individual to compete in the Special Olympics World Games 2023:
- **The Athlete Health History** (pages 1-3). These pages should be completed by the Athlete or parent/guardian/caregiver.
- **The Physical Exam** (page 4) must be completed and signed by 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**” athlete may not participate and shown to have no AAI symptoms.
- Page 5 of the medical form is only required if a second examination is needed before being cleared to participate. Most Athletes will only need to complete the four pages.
- If either section is **missing** or if the form is not signed by the physician or the Athlete/Unified Partner is not marked as clear to participate, **the form will not be accepted**, and the registrant will be unable to compete. A team at SOI will be reviewing a portion of the medical forms to ensure compliance.
- As 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 spinal cord compression or AAI. The Athlete or parent/guardian (for minor Athletes) 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 Games Berlin 2023, that individual must review all medical forms submitted for Athletes/Unified Partners prior to submission and confirm the form is complete and the Athletes/Unified Partners is appropriately cleared. This will also help the Medical Staff from SOI and the LOC prepare for the Games.

SUBSECTION: Health History (all roles)

- For Athletes and Unified Partners, you will be asked to indicate if they have any 'Associated Conditions'. As many as are applicable can be selected, if 'Other Syndrome' is selected please provide details in 'Other Associated Conditions'
- You will be asked to indicate if the registrant has any of the following allergies: Latex, Medication, Insect Bites/Stings, Food– if "Yes" is selected for medication, insect bites/stings or food you will be prompted to provide additional details.
- You will be asked to indicate if the registrant uses assistive devices, and if so, what device(s) and if they are a wheelchair user.
- You will be asked if the registrant has an Acute Infection, and if yes, you will be prompted to provide additional details.
- For Athletes and Unified Partners, you will be asked to indicate if they have ever had an Abnormal EKG / Echo, whether they have Epilepsy or a Seizure disorder and if so, you will be prompted to provide additional details.
- You will be asked if the registrant has ever had Covid-19, and if yes, you will need to provide information on the latest infection date, symptoms, and complications.
- For Athletes and Unified Partners, you will be asked to indicate if, during the past year, the registrant has displayed Self-injurious behavior and/or Aggressive behavior and if they

have received a diagnosis for Depression and/or Anxiety. If the registrant has any additional mental health concerns, please use the text box to provide details.

- If the registrant has a Vision or Hearing Impairment, you will be prompted to provide information as to the Classification of their impairment.
- You will be asked if the registrant has any of the following conditions, Congenital Heart defect, High Blood Pressure, Sickle Cell Disease & Trait, Easy Bleeding, Asthma and Diabetes*.
- For Athletes and Unified Partners, you will be asked to indicate if they have received a Mononucleosis diagnosis within the last month.
- You will be asked if the registrant takes any regular Medication, and if yes is selected the MEDICATION tab will appear and you will be prompted to provide further information.
- Any additional health information that should be considered by the LOC, should be entered as Additional Health Information.

SUBSECTION: Physical Exam (athletes and unified partners)

The information entered in this section should match that which is provided on the medical form.

- Pulse and Blood Pressure should be entered in the correct format, and you should indicate which arm the Blood Pressure reading was taken on.
- You will be asked to indicate if a Heart Murmur was detected and to provide the level in both Upright and Supine positions and if the registrant has a regular or irregular 'Hearth Rhythm'. Thyroid enlargement.
- You will be asked to indicate if the registrant has been diagnosed with Splenomegaly and/or Hepatomegaly.
- You will be asked to indicate if the registrant has any symptoms of AAI Clearance and confirm if they are able to participate. If applicable a copy of the AAI Form should be uploaded. To upload the AAI Form, select the upload icon and you will be prompted to choose the relevant file from your computer. You can also drag and drop the file directly to the upload icon. Accepted file formats are JPG, JPEG, PNG, PDF.

SUBSECTION: Miscellaneous (athletes and unified partners)

- You will be asked to indicate if the athlete or unified partner wishes to join the Healthy Athletes program.
- **The Medical Form should be uploaded**, Date of Medical Exam* (the format is dd.mm.yyyy and should be from 15.09.2022 to 01.02.2023) should be added. The following should be confirmed: Physician Signature Listed* and Delegations Medical Staff's revision*. Please complete the multi-page medical form for each Athlete and Unified Partner in English. To upload the Medical Form, you will find the upload icon that appears next to the name of the field that requires it and upload it from your computer. Accepted file formats are JPG, JPEG, PNG, PDF.
- The Medical Form for each Athlete and Unified Partners needs to be completed in **English** and uploaded. To upload the medical form, select the **upload icon** and you will be prompted to choose the relevant file from your computer (accepted formats are JPG, JPEG & PDF). You will need to provide the Date of Medical Exam (format DD.MM.YYYY), confirm the Physician's signature is listed and that your Delegation's Medical Staff have reviewed the medical form.

If any fields are **missing or incomplete** on the medical form, the registrant **may not be approved to participate**. If an athlete or unified partner is not medically cleared, they should not be registered.

SUBSECTION: Additional Health History (all roles except athletes and unified partners)

You will be asked to indicate if the registrant has any of the following: Chronic infection, Epilepsy or Seizure disorder, Mental health condition, Missing Organs, and Heart conditions – if "Yes" is selected, you will be prompted to provide additional information.

SECTION: MEDICATION

If you indicated the registrant takes any regular Medication the Medication Tab will appear.

You will be asked to confirm if the registrant can administer their own medication and then provide details on the Name, Dosage and Frequency (times per day) of their medications.

SECTION: COVID 19

Special Olympics are finalizing the 2023 Special Olympics World Games Covid-19 policy and the Covid -19 registration system. From December 1st, 2022, the Covid registration system is open to submit your Covid -19 information with both the Covid -19 policy and instructions on how to upload your information shared by November 30th.

It has been decided by Special Olympics, the Local Organizing Committee (LOC) and with advice by medical experts that

- Delegation members include athletes, unified partners, coaches, heads of delegation, assistant heads of delegation, additional staff, and medical staff all need to be fully vaccinated to be eligible to attend the 2023 Special Olympics World Summer Games
- A small number of exemptions to the vaccination policy may be facilitated.

Note: All applications for a covid -19 vaccination exemption will be reviewed by a group from the LOC and SOI and how to apply will be shared in November. A dedicated email address for handling exemption has been established: covid@berlin2023.org

For questions on the number of doses of a Covid -19 vaccine a delegation member requires to be fully vaccinated we recommend checking with your local government health department as they will know the Covid-19 vaccines used and the number of injections of Covid -19 vaccine a person requires

Types of Covid -19 vaccine recommended are those approved for use by the World Health Organization (WHO) and or the European Medicine Agency (EMA) vaccines however a Covid -19 vaccine/s approved by the relevant authorities of a country will be accepted for a delegation for the 2023 Games. All delegation members are encouraged to avail of Covid -19 booster vaccines if available and offered to them in their home country

The Covid -19 information required for each delegation member to complete the Covid-19 registration from December 1st is

- Date and name of the last Covid -19 vaccine received, if this was a booster or the first or second dose of the delegation members vaccinations
- Covid -19 vaccination certification for proof of being fully booster for uploading into the registration system

SECTION: TRAVEL

SUBSECTION: General - Arrival to Germany

- **Departing Country** is the original country the registrant will depart from when travelling to Germany.
- **Departing City** is the original city the registrant will depart from when travelling to Germany.
- If the registrant's travel is confirmed, please attach a copy of the **Confirmed ticket/invoice**. PDF, JPEG/JPG, PNG, Word, and Excel Documents will be accepted.
- The **Arrival date** should be entered in the format DD.MM.YYYY format and the **Arrival time** in HH:MM using a 24hr time format. Please note that the Arrival and Departure services will be provided on 6 to 26 June 2023.
- You will select the **Method of arrival** for the registrant from the options, Air, Train, Bus and Self-driving. The subsequent fields for arrival information depend on the method of arrival chosen.

SUBSECTION: Air

- The **Arrival Flight Number** should contain the 2-character Airline code and the 1-4 number flight code. If the registrant is travelling indirect to Germany, please enter the flight number of the final flight of their journey.
- Please select the relevant **Arrival Airline** from the drop-down list.

- **Departing Airport** is the airport the registrant will leave from to arrive to Germany. If the registrant is travelling indirect to Germany, please enter the airport from where their final flight departs.
- Please select the **Airport of Arrival** from the drop-down list. Please note arrival transfer services are only offered from Berlin Brandenburg Airport (BER), Frankfurt Airport (FRA), Munich Airport (MUC), Hamburg Airport (HAM) and Dusseldorf Airport (DUS).

Note: After careful consideration, we identified the best Point of Entry (PoE) with respect to shortest travel times from your country of origin to the Host Town for each Delegation. This PoE was communicated in the official Invitation Letter. We kindly ask you to stick to this PoE to keep stress levels of the athletes to a minimum and ensure smooth procedures. Please also note, that the LOC will only offer arrival services from the recommended PoE.

- If you have layover flights, you will be requested to enter layover flight information for the last 2 flights. The last layover flight should be added first. The Flight number* (together with the airline code) and the Flight date* (in dd.mm.yyyy format) should be added.

SUBSECTION: Train

If the registrant is travelling by train, please enter the **Arrival train number** and either select Berlin Central Station as the Arrival Train station or another. Please note arrival transfer services are only offered from Berlin Central Station.

SUBSECTION: Bus or Self-driving

If the registrant is arriving by bus or driving, you will be prompted to enter the **Bus - Point of arrival** or **Self-driving Point of arrival**. You can either enter the city bus station (for example, Dresden Central Bus Station) or the name of the hotel the registrant will stay at during the Host Town Program. If you do not know the name of the hotel enter "Host Town Program Hotel".

SUBSECTION: General - Departure from Berlin

- **Destination Country** and **Destination City** are the country and city the registrant will travel to when departing from Berlin. If they are travelling indirectly, please enter their final destination country and city.
- The **Departure date** should be entered in the format DD.MM.YYYY format and the Departure time in HH:MM using a 24hr time format. Please note that the Arrival and Departure services will be provided on 6 to 26 June 2023.
- You will select the **Method of departure** for the registrant from the options, Air, Train, Bus and Self-driving. The subsequent fields for departure information depend on the method of departure chosen.

SUBSECTION: Air

- The **Departure Flight Number** should contain the 2-character Airline code and the 1-4 number flight code. If the registrant is travelling indirect from Berlin please enter the flight number of the first flight of their journey.
- Please select Berlin Brandenburg Airport (BER) or other as the Departure Airport. Please note departure transfer services are only from Brandenburg Airport (BER).
- Please select the relevant **Departure Airline** from the drop-down list.

SUBSECTION: Train


If the registrant is departing Berlin by train, please enter the **Departure train number** and either select Berlin Central Station as the **Departure Train station** or another. Please note departure transfer services are only offered from Berlin Central Station.

SUBSECTION: Bus or Self-driving

If the registrant is departing from Berlin by bus or driving, you will select either Delegation Hotel or other as the **Point of departure**.

SECTION: TERMS & CONDITIONS

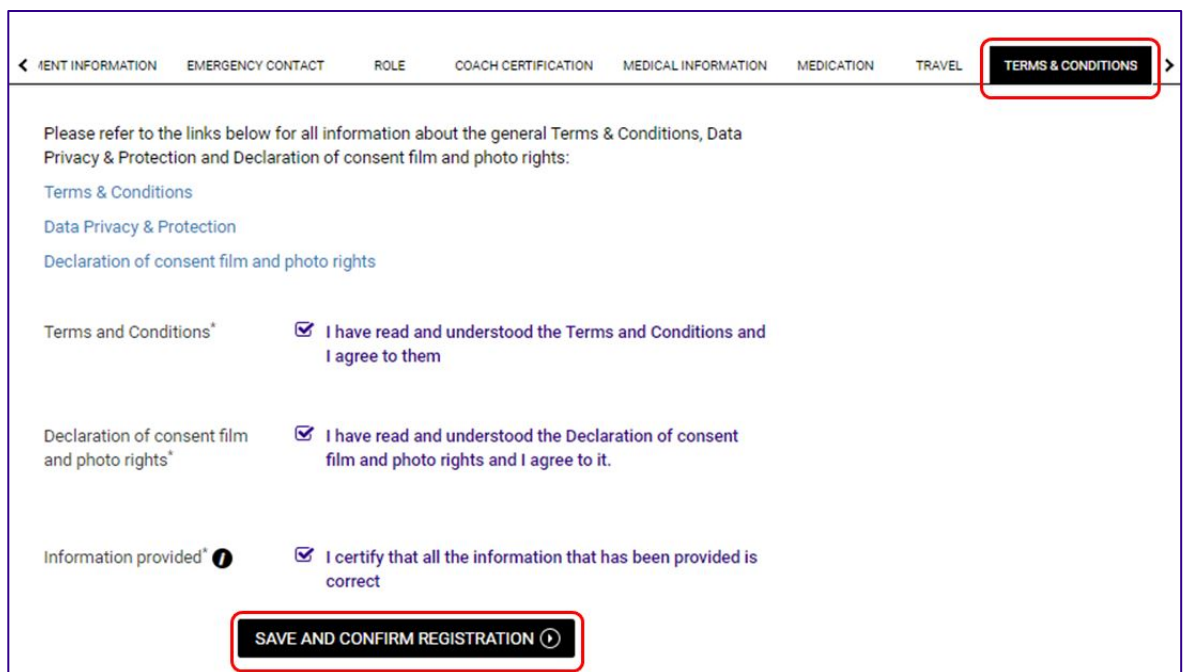
This is the last tab to complete for the registration of a delegation member.

- Based on the development of the COVID-19 pandemic you may be required to complete a COVID survey or provide COVID related data including vaccination related information for your delegation. Details will be communicated as soon as the COVID-19 protocols have been defined by the LOC and SOI. It is likely that proof of vaccination will be required for certain groups and that COVID prevention measures, such as testing prior to and during the Games, will be implemented.
- The following links will direct you to the [Terms & Conditions](#); [Data Privacy & Protection](#); [Declaration of Consent Film and photo rights](#). You must indicate each registrant agrees to these to complete their registration.
- The signed **Declaration of consent film and photo rights for Minors** (for registrants born after 17.06.2005) can be downloaded in the system, should be read, and signed by the parent/guardian of the registrant and then uploaded. To upload the Declaration, you will find the upload icon  that appears on the right side of the name of the field and upload it from your computer. Accepted file formats are JPG, JPEG, PNG, PDF, ZIP. If you need to upload more than one file, you need to zip them together and upload select the upload icon and you will be prompted to choose the relevant file from your computer. JPG, JPEG, PNG, PDF and ZIP files are accepted.
- For Athletes and Unified Partners, the Athlete and Unified Partner Registration and Release Form should be uploaded to the **Registration & Release Form** field. For all other delegation members, the Delegate, Coaches, and Additional staff Registration and Release Form should be uploaded to the **Registration & Release Form** field. The forms can be downloaded in the FILES tab. Accepted file formats: JPG, JPEG, PNG, PDF, ZIP. To upload more than one file, please zip them together and upload the zip file.
- You will need to certify that all the **information that has been provided is correct**. When compiling registrations on behalf of (an)other person(s), you must ensure and confirm that

you have all necessary rights and that you have been entitled with all necessary permits to advocate and fulfil such a registration on behalf of this or these other persons(s).

- For Athletes and Unified Partners, you will be asked to provide permission to use their credential photo, bio information and list their gender in the Athletes section of the **Berlin 2023 Games App**. The Games Mobile App will be made available to the public.

After finishing the last tab, click **“SAVE AND CONFIRM REGISTRATION”** to complete the registration:



← IDENT INFORMATION EMERGENCY CONTACT ROLE COACH CERTIFICATION MEDICAL INFORMATION MEDICATION TRAVEL **TERMS & CONDITIONS** →

Please refer to the links below for all information about the general Terms & Conditions, Data Privacy & Protection and Declaration of consent film and photo rights:

[Terms & Conditions](#)
[Data Privacy & Protection](#)
[Declaration of consent film and photo rights](#)

Terms and Conditions* ☒ I have read and understood the Terms and Conditions and I agree to them

Declaration of consent film and photo rights* ☒ I have read and understood the Declaration of consent film and photo rights and I agree to it.

Information provided* ☒ I certify that all the information that has been provided is correct


SAVE AND CONFIRM REGISTRATION ⓘ

STEP 3.3. – IMPORT PARTICIPANTS (= BULK UPLOAD)

In the Wiz-Team Registration System it is possible to **import up to 400 new participants** at once, adding 50 fields of the Registration Form from the Profile, Personal Details, Identification Document Information, Emergency Contact and Sport Tabs.

For this process, you will need a bulk import template (Excel file) per Role:

1. From the HOME page, click on **“IMPORT PARTICIPANTS”** and you will be taken to the page where bulk imports are managed.



Welcome to the registration process for the **Special Olympics World Games Berlin 2023**. We are excited to host your Delegation!

Please note that the registration deadline is **1 February 2023** and that no delays will be accepted.

Detailed instructions can be found in the Registration Handbook via this [link](#).

Your regional Global Registration Team member (GRT) will offer you training on how to use the registration system.

If you require further assistance, your Delegation Relationship Coordinator will be happy to support you throughout the registration process.

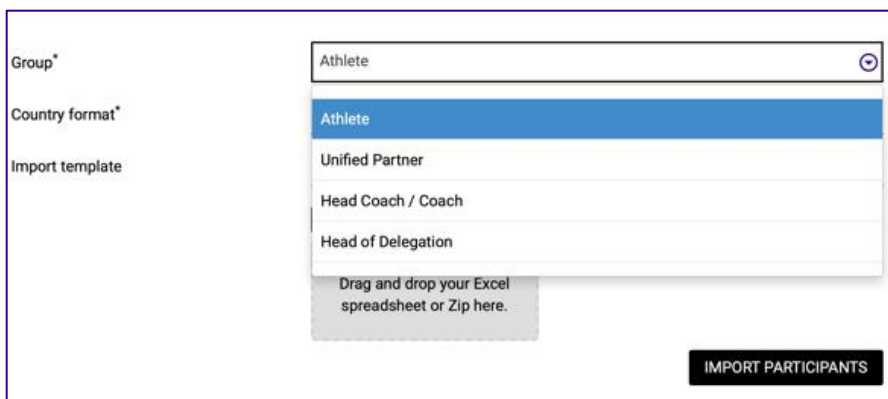
Roles	Total
Additional Staff	4/10
Alternate Athlete	1
...	...

ADD NEW PARTICIPANT (+)

IMPORT PARTICIPANTS (+)

2. A window will open with some fields to complete. It is important to remember that you cannot add participants with different Roles in the same Template.

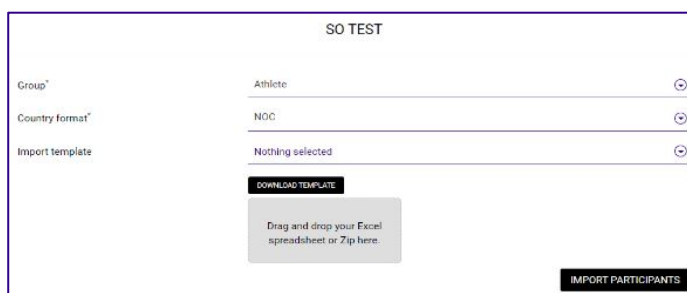
2.1. Please select one of the following drop-down options in the **Groups**: Athlete, Unified Partner, Head Coach / Coach, Head of Delegation, Assistant Head of Delegation, Medical Staff, Additional Staff, Alternate Athlete, Alternate Unified Partner, Alternate Staff.



2.2. For the “Country format” field, always iso3 should be selected.

2.3. For the “Import template” field, please select the template based on the Role you chose in the Groups field.

Note: Additional Staff Bulk Import Template includes Additional Staff (Medical), Additional Staff (Press), Additional Staff (Sport), and Additional Staff (Overall Team Support) roles. Alternate Delegation Member Bulk Import Template includes Alternate - Assistant Head of Delegation, Alternate - Coach, Alternate - Head Coach, Alternate - Head of Delegation, Alternate -



Medical Staff, Alternate - Additional Staff (Medical), Alternate - Additional Staff (Press), Alternate - Additional Staff (Sport), and Alternate - Additional Staff (Overall Team Support) roles.

SO TEST

Group*

Unified Partner

⌵

Country format*

iso3

⌵

Import template

Unified Partner Bulk Import Template

⌵

DOWNLOAD TEMPLATE

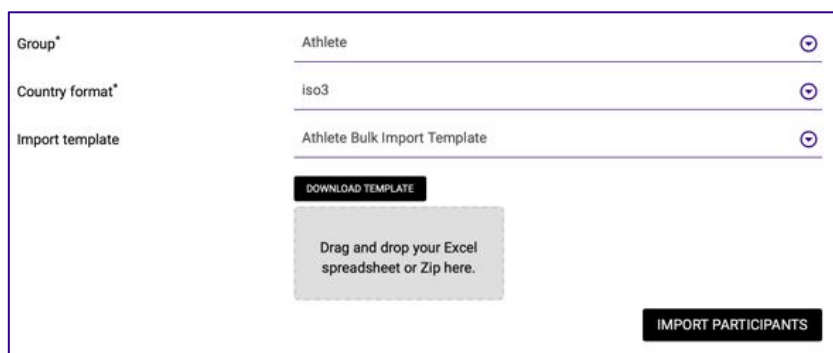
Drag and drop your Excel spreadsheet or Zip here.

IMPORT PARTICIPANTS

3. Once the respective fields are selected from the drop-down menus, you can select “**DOWNLOAD TEMPLATE**”, and the relevant file will be downloaded.

Each bulk import template contains 3 Sheets: Bulk import template, Drop-Down lists, and Country Codes.

	A	B	C	D	E	F	G
1	Profile						
2	First name*	Middle name(s)	Last name*	Do you prefer to have different First or Last names on the credential, official results, scoreboards and the website?*	Preferred First name	Preferred Last name	Do you have a different birth name stated on your Identification Document?*
3	Maximilian		Mustermann	Yes	Max	Mustermann	No
4							
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21							



4. Fill in the first sheet – “Bulk import template”. Data is separated into multiple categories, depending on the role of the registrant.

IMPORTANT:

- We recommend you fill out all columns from left to right, starting with the “First name” column as fields in the bulk templates are specially formatted. For example, if you answer “No” to “Do you prefer to have a different First or Last Name”, the “Preferred First Name” and “Preferred Last Name” will **black out**. If a field is blacked-out it does not need to be completed.
- In the first row, there is an example of how to fill out each column. In the headers, there is also a guide on the format of the information required. Please follow the format as requested (e.g. Date of birth: dd-mm-yyyy, phone number: +#####).
- Mandatory fields are marked with an Asterix (*). All mandatory fields must be completed in order to upload the information to the system. A field may be blacked out based on a previous answer and does not need to be completed.
- If uploading a registrant’s credential photo via the bulk import template you will need to ensure the exact file name is entered in the “Credential Photo” column, with the extension included. For example: if the file name is “John_Doe_01012000”, and the photo format is “jpg”, the following name should be added to the “Credential Photo” column – “John_Doe_01012000.jpg”.

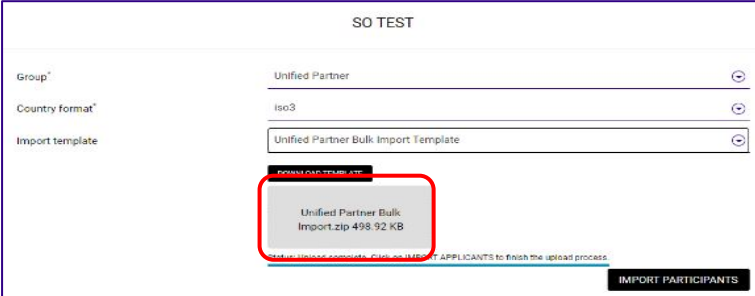
- Bio questions (more info is at [SECTION: BIO](#)) may be completed in any of the 7 official languages of the Special Olympics, Arabic, Chinese Mandarin, English, French, Russian, Spanish, and German. The responses must contain a minimum of 100 characters and a maximum of 500.
- If you have collected delegation information already in another Excel file (not via system bulk templates), you cannot upload this file to the system. The system only accepts this downloaded Template. What you can do is copy your data and **paste-as-value** all the information into the respective columns of the downloaded template. Just follow the order of the given columns and the format of the fields.
- The second sheet of this template – “**Drop-down lists**” includes the list of available values of all drop-down lists in the excel file for your reference. Please do not change anything in this sheet.
- For the **Country/Area of residence**, and **Country of Identification Document** fields – please select one of the 3-letter codes countries. You can get clarification of each code in the third sheet – “**Country Codes**”, which is a list of countries and their “ISO3 country codes”. For example, “ABW” should be selected for Aruba as the Country/Area of residence, and Country of Identification Document.

	A	B
1	Countries	ISO3 Country Code
2	Aruba	ABW
3	Afghanistan	AFG
4	Angola	AGO
5	Anguilla	AIA
6	Åland Islands	ALA
7	Albania	ALB
8	Andorra	AND
9	United Arab Emirates	ARE
10	Argentina	ARG
11	Armenia	ARM
12	American Samoa	ASM
13	Antarctica	ATA
14	French Southern Territories	ATF
15	Antigua and Barbuda	ATG
16	Australia	AUS
17	Austria	AUT
18	Azerbaijan	AZE
19	Burundi	BDI
20	Belgium	BEL
21	Benin	BEN
22	Bonaire, Sint Eustatius and Saba	BES

5. You can upload the bulk import template without credential photos, and then add the photos for each registrant one by one in their respective profile. If you wish to upload all **Credential photos in bulk**, you will need to prepare a .zip folder with the bulk import template and the registrants' photos:

5.1. Create a folder called "Photos" (it is important that you do not change the name of the folder) and add the photos for each registrant included in the bulk import template.

5.2. Select the prepared bulk import template (Excel file) AND the "Photos" folder, right click and select Send to > Compressed Zip Folder. A new folder will be created which can be uploaded.



SO TEST

Group* Unified Partner

Country format* iso3

Import template Unified Partner Bulk Import Template

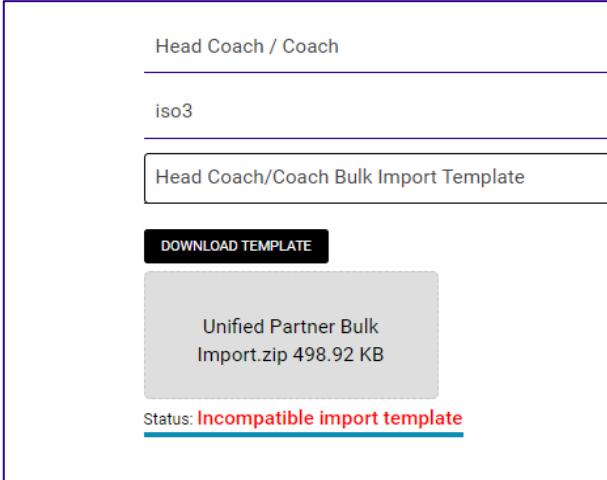
DOWNLOAD TEMPLATE

Unified Partner Bulk Import.zip 498.92 KB

STATUS: Incompatible import template. Click on IMPORT APPLICANTS to finish the upload process.

IMPORT PARTICIPANTS

6. When you are ready to upload the zip folder into the system, return to the import participants page and **drag and drop the file/.zip folder into the indicated area**.



Head Coach / Coach

iso3

Head Coach/Coach Bulk Import Template

DOWNLOAD TEMPLATE

Unified Partner Bulk Import.zip 498.92 KB

Status: **Incompatible import template**

7. Wait until the status of the upload goes from “Waiting” to “**Upload Complete**” and press “**IMPORT PARTICIPANTS**”.

IMPORTANT:

If you try to upload a different Role (Group) template or there is another error, you will receive an **error message** from the system, and it will not let you upload the file. **Please always check if the templates match with the Role (Group) of participants you are uploading (e.g., Athletes, Head Coach / Coach, etc.) and if the Country format is selected correctly – “iso3”.**

SO TEST

BACK **IMPORT PARTICIPANTS**

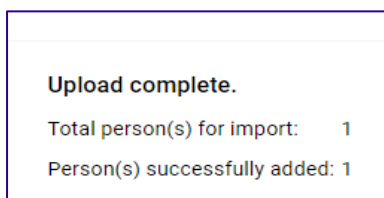
Search:

Status	Message	First name	Middle name(s)	Last name
Validated		Celina	Rosa	Hartmann
Do you prefer to have different First or Last names on the credential, official results, scoreboards and the website?				
Preferred First name				Celi
Preferred Last name				Hartmann
Do you have a different birth name stated on your Identification Document?				
No				
Birth Name as stated on the Identification Document				
Date of birth				2004-04-04
Gender				Female
City/Place of birth				New York
Email				vikoria.kiss@ignitx.events
Phone				+46123456789
Role				Unified Partner
Sport				Equestrian
Competition Gender				W
Photo				celina.hartmann_04042004.png
Country				CYM
State/Region of Residence				

8. If there are no errors, the next page will display a list of participants and the respective data that is ready to be imported into the system. If no red fields appear press “**IMPORT PARTICIPANTS**” and wait for the import to proceed. The system will process the upload (you will see an indication “Importing records”). This might take some time, depending on the number of records and photos being uploaded.

If a mandatory field was not filled out in the template, or it was completed in an incorrect format, then you will receive an error message for that delegate, and you will not be able to upload this person. In this case, we suggest you go back, fix the information in the bulk template, and try to submit the bulk again.

9. Once the upload is complete, you should receive an **“Upload complete” message** with the number of registrants that were imported. Please check if the number of records imported is the same as the number of participants you had in the bulk import template. Now you can manage the uploaded participants’ data directly in the system.



IMPORTANT:

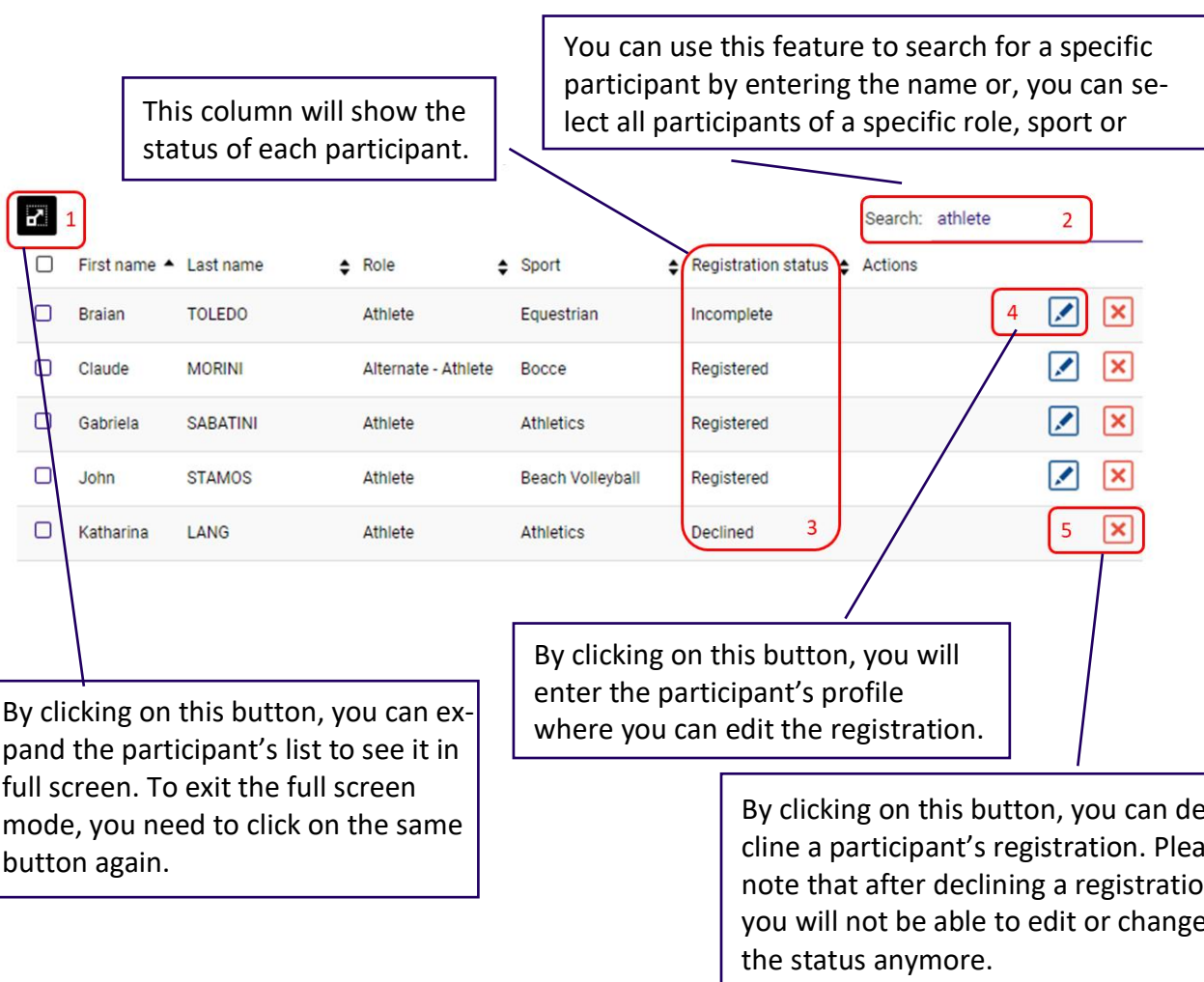
If you do a bulk upload:

- Parent / Guardian Information (only for minors), Coach Certification information, the scan of the Identification document, any Assessment form for Sports (Badminton, Equestrian, Tennis and Table Tennis), as well as all Terms & Conditions fields, should be filled in manually after a bulk is uploaded.

Medical and Travel information can be added in bulk through the system as explained here – [FILL IN DATA FOR MULTIPLE REGISTRATIONS AT ONCE](#), individually as explained here – [STEP 3.2. – COMPLETE THE REGISTRATION FORM \(manually\)](#). or imported in bulk as explained here [STEP 6-6.1. Complete travel and medical data in bulk](#)

STEP 4 – REGISTRATION MANAGEMENT

Once you have registered delegates in the system, you can manage these registrations in the HOME tab.



1 This column will show the status of each participant.

2 You can use this feature to search for a specific participant by entering the name or, you can select all participants of a specific role, sport or

3

4

5

By clicking on this button, you can expand the participant's list to see it in full screen. To exit the full screen mode, you need to click on the same button again.

By clicking on this button, you will enter the participant's profile where you can edit the registration.

By clicking on this button, you can decline a participant's registration. Please note that after declining a registration you will not be able to edit or change the status anymore.

<input type="checkbox"/>	First name ▲	Last name ▲	Role	Sport	Registration status	Actions
<input type="checkbox"/>	Braian	TOLEDO	Athlete	Equestrian	Incomplete	
<input type="checkbox"/>	Claude	MORINI	Alternate - Athlete	Bocce	Registered	
<input type="checkbox"/>	Gabriela	SABATINI	Athlete	Athletics	Registered	
<input type="checkbox"/>	John	STAMOS	Athlete	Beach Volleyball	Registered	
<input type="checkbox"/>	Katharina	LANG	Athlete	Athletics	Declined	

This is the list of the **registration statuses**:

- **Incomplete** is assigned to registrations that have been started but not completed.
- **Registered** is assigned when all mandatory fields are completed and “**SAVE AND CONFIRM REGISTRATION**” is pressed.



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NOTE: A registration is considered complete when all personal, medical and travel data and all requested documents are submitted, all terms and conditions are accepted and when (for athletes and unified partners) sport entries are submitted.

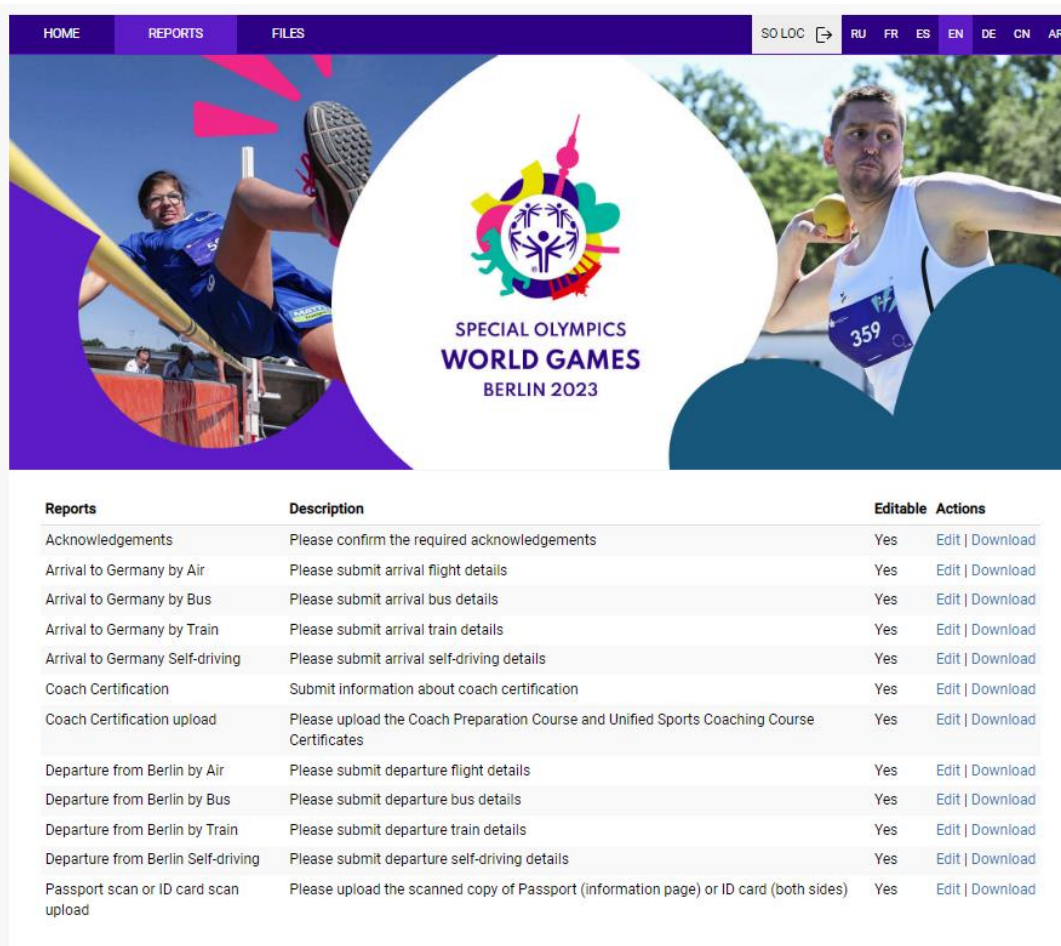
- **Declined:** automatically assigned when a registration is cancelled by the SO Program, by using the decline button.

There also are **Approved** and **Rejected** Status that will be assigned from the back end of the system while discrepancy checking of data.

STEP 5-REPORTS PAGE

5.1. General information about reporting feature

The reports tab is located at the top, next to the HOME tab



Reports	Description	Editable	Actions
Acknowledgements	Please confirm the required acknowledgements	Yes	Edit Download
Arrival to Germany by Air	Please submit arrival flight details	Yes	Edit Download
Arrival to Germany by Bus	Please submit arrival bus details	Yes	Edit Download
Arrival to Germany by Train	Please submit arrival train details	Yes	Edit Download
Arrival to Germany Self-driving	Please submit arrival self-driving details	Yes	Edit Download
Coach Certification	Submit information about coach certification	Yes	Edit Download
Coach Certification upload	Please upload the Coach Preparation Course and Unified Sports Coaching Course Certificates	Yes	Edit Download
Departure from Berlin by Air	Please submit departure flight details	Yes	Edit Download
Departure from Berlin by Bus	Please submit departure bus details	Yes	Edit Download
Departure from Berlin by Train	Please submit departure train details	Yes	Edit Download
Departure from Berlin Self-driving	Please submit departure self-driving details	Yes	Edit Download
Passport scan or ID card scan upload	Please upload the scanned copy of Passport (information page) or ID card (both sides)	Yes	Edit Download

In this tab you will find different reports that can be used to view or edit the information of your delegates. You can edit individual registrations or multiple registrations at any one time.


Clicking “**Download**”, will download the relevant report as an Excel file for use offline.

Clicking “Edit” will open the report below and you will be able to edit the data in the displayed fields.





Departure from Berlin Self-driving
Please submit departure self-driving details
Yes
Edit | Download

File upload
Please upload required documents
Yes
Edit | Download


Departure from Berlin by Bus

ACTIONS

Edit off/on

Search: 2

<input type="checkbox"/>	Last and first name	Role	Destination Country	Destination City	Departure date	Departure time	Bus - Point of departure
<input type="checkbox"/>	BLUNT Rosa	Athlete					
Actions							 
<input type="checkbox"/>	BOOTH Charlotte	Additional Staff (Press)	AUSTRIA	Vienna	26.06.2023	12:45	
Actions							 

Main buttons and functionalities:

- By clicking on  button, you can expand the report to see it in full screen. To exit the full-screen mode, you need to click on the same button again.
- “Search”: You can use this feature to search for a specific participant by entering the name, or you can search for participants using the information from any of the fields appearing in the respective report. For example: In the “Departure from Berlin - by Bus” report you can search based on Destination Country, Destination City, Departure Date, Departure Time, and Point of Arrival.

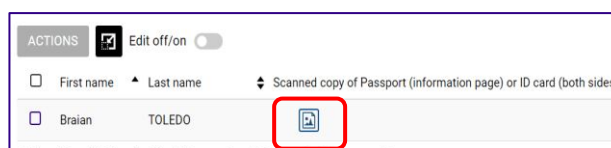
Note: Please note that the reports might appear differently, based on the size of the screen you have. We recommend you always expand the reports to get the most convenient view.

5.2. Upload files using reports

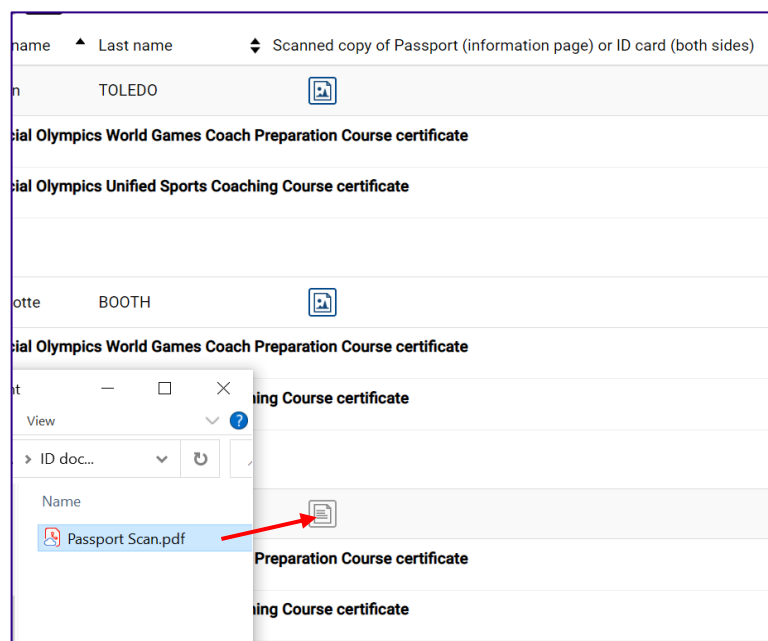
You can also upload the required filled and signed documents via REPORTS:

1. You need to find the relevant Report and click on “Edit”. For example, to upload one or many Scanned copies of Passport, you will find the “Passport scan or ID card scan” report, click on “Edit” on the right of the screen and the report will appear below.

2. If the icon for the attachment is blue, it means that it has already an attachment; if it is grey, it means no attachment is uploaded into the system.



3. To attach a file you first need to toggle the edit off/on switch and then open the folder in your computer where you have the scanned documents and drag and drop them onto the little icons.



5.3. Fill in data for multiple registrations at once

It is also possible to edit or add data for multiple delegates at once. For example, arrival and

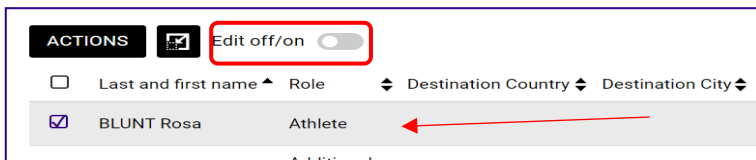
Reports	Description	Editable	Actions
Acknowledgements	Please confirm the required acknowledgements	Yes	Edit Download
Arrival to Germany by Air	Please submit arrival flight details	Yes	Edit Download
Arrival to Germany by Bus	Please submit arrival bus details	Yes	Edit Download
Arrival to Germany by Train	Please submit arrival train details	Yes	Edit Download
Arrival to Germany Self-driving	Please submit arrival self-driving details	Yes	Edit Download
Coach Certification	Submit information about coach certification	Yes	Edit Download
Coach Certification upload	Please upload the Coach Preparation Course and Unified Sports Coaching Course Certificates	Yes	Edit Download
Departure from Berlin by Air	Please submit departure flight details	Yes	Edit Download
Departure from Berlin by Bus	Please submit departure bus details	Yes	Edit Download
Departure from Berlin by Train	Please submit departure train details	Yes	Edit Download
Departure from Berlin Self-driving	Please submit departure self-driving details	Yes	Edit Download
Passport scan or ID card scan upload	Please upload the scanned copy of Passport (information page) or ID card (both sides)	Yes	Edit Download


departure information for more than one delegate can be bulk-added or edited here.

1. Click on “**Edit**” next to the report you wish to edit and scroll down.

<input type="checkbox"/>	Last and first name ▲	Role	Destination Country ▼	Destination City ▼	Departure date ▼	Departure time ▼
<input checked="" type="checkbox"/>	BLUNT Rosa	Athlete				
<input type="checkbox"/>	BOOTH Charlotte	Additional Staff (Press)	AUSTRIA	Vienna	26.06.2023	12:45
<input checked="" type="checkbox"/>	BUBKA Serguéi	Athlete				
<input type="checkbox"/>	COMANECI Nadia	Alternate - Athlete	ROMANIA	Bucarest	26.06.2023	11:22
<input type="checkbox"/>	DAY Hayley	Alternate - Coach	MALAYSIA	Kuala Lumpur	26.06.2023	07:00
<input type="checkbox"/>	DIAZ Macarena	Unified Partner	SPAIN	Berlin	24.06.2023	11:00
<input type="checkbox"/>	FAVALORO René	Medical Staff	ALBANIA	Buenos Aires	24.06.2023	12:21

2. Select the participants whose data you wish to edit by using the **checkboxes** before their names. You can also select all participants at once by checking the check box on the top

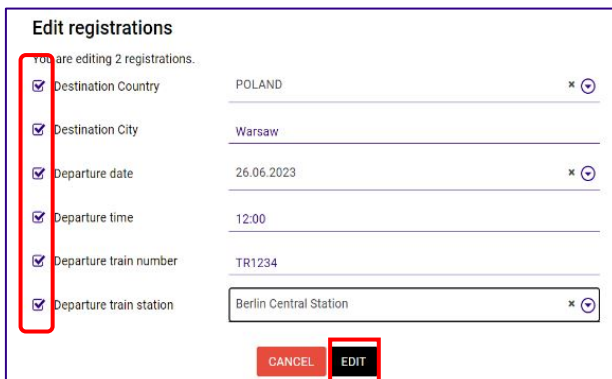


ACTIONS  Edit off/on ☐

<input type="checkbox"/>	Last and first name ^	Role	Destination Country ^	Destination City ^
<input checked="" type="checkbox"/>	BLUNT Rosa	Athlete		

Additional

3. Once you have selected the participant(s) whose information you want to edit, turn on the “Edit off/on” button. Click on the place shown in the screenshot (at the left) within the report to open the “Edit registrations” window.



Edit registrations

You are editing 2 registrations.

<input checked="" type="checkbox"/> Destination Country	POLAND	x	⌵
<input checked="" type="checkbox"/> Destination City	Warsaw		
<input checked="" type="checkbox"/> Departure date	26.06.2023	x	⌵
<input checked="" type="checkbox"/> Departure time	12:00		
<input checked="" type="checkbox"/> Departure train number	TR1234		
<input checked="" type="checkbox"/> Departure train station	Berlin Central Station	x	⌵



CANCEL EDIT

4. To be able to edit the fields in the “Edit registrations” window, you must check the box(es) before the respective field(s) to activate it and then you can edit the information. Fill out the form and press “EDIT” to save. The information is now updated for all selected delegates.

5.4. Accept terms & conditions for multiple registrations at once

Edit registrations

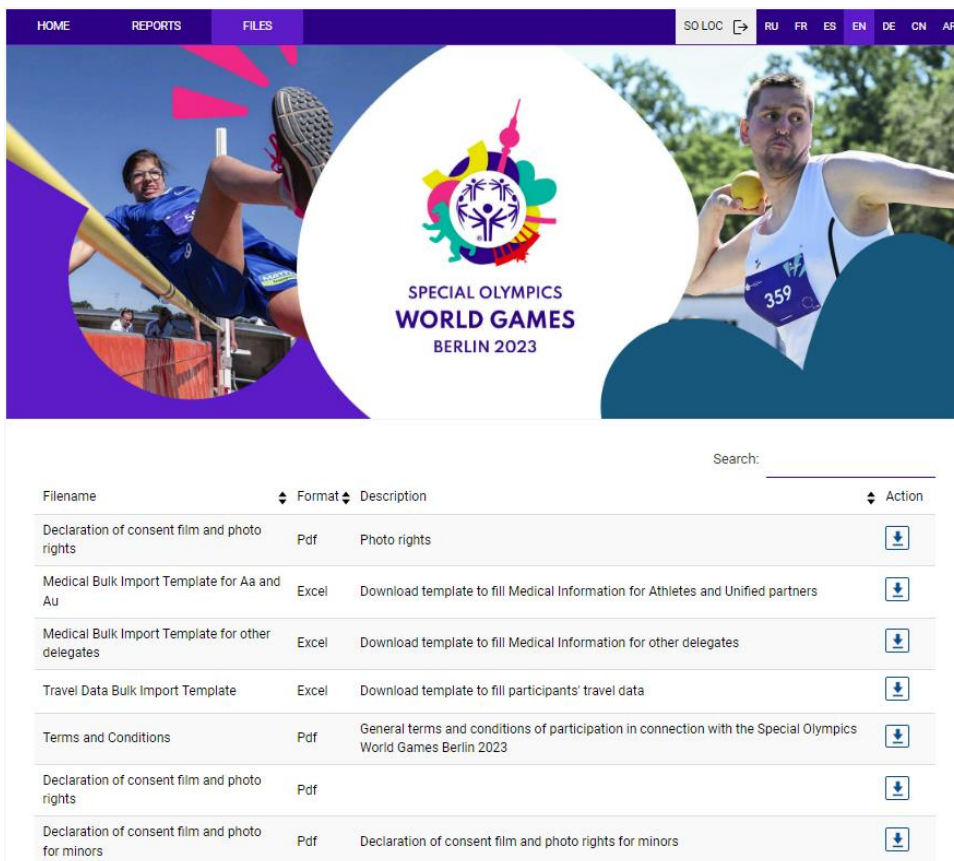
You are editing 2 registrations.








<input checked="" type="checkbox"/> Please indicate that you have read and understand the Identification Document upload requirement.	<input type="checkbox"/> I understand
<input checked="" type="checkbox"/> Terms and Conditions	<input type="checkbox"/> I have read and understood the Terms and Conditions and I agree to them
<input checked="" type="checkbox"/> Declaration of consent film and photo rights	<input type="checkbox"/> I have read and understood the Declaration of consent film and photo rights and I agree to it.
<input checked="" type="checkbox"/> Information provided	<input type="checkbox"/> I certify that all the information that has been provided is correct
<input checked="" type="checkbox"/> Games app	Nothing selected 
<input checked="" type="checkbox"/> HODs/AHODs readiness training	Nothing selected 


CANCEL
EDIT

1. Click **“Edit”** on the **Acknowledgements** report.
2. Select the participants you wish to accept the terms and conditions for, toggle the **“Edit on/off”** switch and click anywhere on the report to open the **“Edit registrations”** window.
3. Select the fields you wish to edit.
4. Click on the boxes to certify that all acknowledgements are confirmed.
5. Press **“EDIT”** to save.

STEP 6- FILES PAGE



Filename	Format	Description	Action
Declaration of consent film and photo rights	Pdf	Photo rights	
Medical Bulk Import Template for Aa and Au	Excel	Download template to fill Medical Information for Athletes and Unified partners	
Medical Bulk Import Template for other delegates	Excel	Download template to fill Medical Information for other delegates	
Travel Data Bulk Import Template	Excel	Download template to fill participants' travel data	
Terms and Conditions	Pdf	General terms and conditions of participation in connection with the Special Olympics World Games Berlin 2023	
Declaration of consent film and photo rights	Pdf		
Declaration of consent film and photo for minors	Pdf	Declaration of consent film and photo rights for minors	


Under the Files tab, you can download various documents by clicking on the button on the right side of the respective row. 

6.1. Complete travel and medical data in bulk

There is a possibility to fill **Medical and Travel** information in separate import templates and upload them to the system in bulk.

IMPORTANT: Medical and travel information bulk upload is possible only for those delegates who are already in the system. Please make sure to fill out the First Name, Last Name, Date of

Birth and Role columns with the same information as in the system, so that the data can be matched to the correct delegate:

1. Open the [FILES_PAGE](#) where you will find 3 bulk import templates: **Travel Data Bulk Import Template; Medical Data Bulk Import Template for Athletes and Unified Partners; Medical Data Bulk Import Template for other delegates.**
2. **Download the template** by clicking on the  icon in the respective row.
3. Once the Excel template file is downloaded, fill the data out.
4. Send the filled-in file to your GRT. The data will be uploaded to the system on behalf of you. Later you should review all added data and edit if something is not.

5. OVERVIEW OF SPORT

5.1 GENERAL INFORMATION

- All delegations must abide by the requirements as set forth by Special Olympics outlined in Article I of the Sports Rules: Section 13, page 18: Criteria for Advancement for Higher Level Competition. <https://resources.specialolympics.org/>
- The competition rules adopted by the International Sports Federation and Special Olympics, Inc. as of July 1, 2020 will govern competition at the 2023 Special Olympics World Games. The international sport federation competition rules shall be employed except when in conflict with the Official Special Olympics Sports Rules. In such cases, the Official Special Olympics Sports Rules shall apply. Special Olympics rules can currently be found at <https://resources.specialolympics.org>
- An athlete and Unified partner must be at least 15 years old at the time of competition to be eligible to participate in World Games sports competition. The exceptions for the age requirement are gymnastics (12 years of age) and judo (16 years of age).
- SOI reserves the right to cancel a sport specific event due to insufficient registration. An event cancellation will result if there are less than 3 athletes or teams registered in an event/level. This will be determined no later than March 15, 2023. Athletes entered into any cancelled event will be provided with an opportunity to enter an alternative event, if eligible under the terms of the categories/levels of participation in their sport.
- There will be no divisions of less than 3 athletes or teams. Competition management reserves the right to combine gender, expand age groups and expand performance variance percentages as deem appropriate.
- Athletes must arrive to the World Games site properly attired (including footwear) and equipped for competition.
- Athletes must be training and competing in the appropriate field of play conditions. Failure to adhere to this requirement will result in a less than ideal safe and dignified



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competition experience for the athlete and a reduction in future sports quota allocation.

- Athletes must be well trained in order to achieve consistent results between their Divisioning round and final competition. Poor training or preparation will not be considered an acceptable excuse for variations in performance. Failure to adhere to this requirement will result in a less than ideal safe and dignified competition experience for the athlete, disqualification, and a reduction in future sports quota allocation. The integrity of the Divisioning process can be adversely affected by both poor athlete training and lack of honest effort and if we do not do our best to uphold the integrity of the Divisioning process those athletes that abide by the rules and train properly are unfairly penalized.
- Mixed gender teams shall be divisioned with male teams unless there are sufficient mixed gender teams of similar ability to make a separate division.
- It is expected that all Head Coaches attending World Games hold valid and current coach certification from Special Olympics and/or the relevant National or International Sport Federation. Head Coaches and Coaches should be knowledgeable about and familiar with Special Olympics General Rules, Sports Rules Article 1 as well as the Official Special Olympics Sports Rules and International Sport Federation Rules of their sport.
- All Coaches **MUST** complete the Special Olympics online coaches training World Games: Coach Preparation prior to April 30, 2023. This course can be found at the Special Olympics Learning Portal at <https://learn.specialolympics.org/>. Learner accounts can be created FREE.
- It is expected that all Unified Sports Coaches have successfully completed designated Unified Sports training in line with SO Program requirements and are knowledgeable of the principle of meaningful involvement and the goal of achieving social inclusion through Unified Sports. All Unified Coaches must also complete the Unified Sports Coaching course available at the Special Olympics Online Learning Portal.

- In team sports, each team is required to play all eligible team members in every game unless a player is injured or has been removed due to disciplinary reasons or sickness/illness. Coaches must notify the competition management prior to each game if players on the approved tournament roster will not be playing due to injury, sickness or disciplinary reasons. Failure to play all eligible team members in each game will result in penalties, up to and including forfeiture and disqualification.
- Coaches are not allowed to play as unified partners.
- All teams competing in the Unified Sports competition must be composed according to the requirements of the Unified Sports Competitive model. More information can be found in Article I of the Special Olympics Rules.
- Similar Ability Requirement:
Athletes and partners should be of similar ability as described in Article I – Sport Rules. Similar ability verification should be based on sport performance assessments by knowledgeable coaches. Please note that the Unified Sports Competitive model is not exclusive to high ability Unified partners and athletes. While the Unified Sports Competitive model emphasizes the importance of having team members of similar ability it does not prescribe that they must be of high ability only. Teams can be composed of lower ability participants as long as the team members are of similar ability.
- Similar Age Requirement:
Athletes and partners must be of similar age. Members of Unified Sports teams in the sports of Badminton, Basketball, Football, Handball, Kayaking, Table Tennis, Tennis, Beach Volleyball and Volleyball **MUST** be within the following similar age ranges for the 2023 Special Olympics World Games. If all the members of a team are 18 years old and older, the variance between the youngest and oldest member of the team should be no more than 20 years. If any member of a team is between the ages of 15 - 17 the variance between the youngest and oldest member of the team must be no more than 5 years.

- All Unified Teams are required to have a proportionate number of athletes and partner substitutes to the number of athletes and partners on the field of play. Please review sport specific information carefully.
- Delegations must be in compliance with the confirmed sport quota allocation.

5.2 SPORTS LIST

Athletics	Field Hockey	Open Water Swimming
Badminton	Football (7-a-side)	Powerlifting
Basketball 3x3	Futsal	Roller Skating
Basketball 5v5	Golf	Sailing
Beach Volleyball	Gymnastics Artistic	Swimming
Bocce	Gymnastics Rhythmic	Table Tennis
Bowling	Handball	Tennis
Cycling	Judo	Volleyball
Equestrian	Kayaking	

NOTE: Please consider that Open Water Swimming Athletes and Unified Partners should get registered through the Swimming Registration Form.

ATHLETICS

Sport Entry Regulations:

- Each delegation can register a minimum of two (2) athletes (1 male & 1 female). Athletes may be registered in a maximum of two (2) individual and one (1) relay events. Unified Partners cannot get registered for Athletics.
- After selecting an event, each athlete should be added to a relevant performance group.
- Relay teams must consist of 4 athletes.
- The relay teams' names should in the following format: SO Program #. For example, SO Italy 1, SO Italy 2, etc. Please add the team number of each athlete to the "Team Number" field.
- The starting position of the athlete in the relay team (1, 2, 3, 4) should be selected.

Athletics events list and performance groups:

INDIVIDUAL EVENTS	
Event	Performance Group
50m	Male – A (10.00 – 12.00); B (12.10 – 14.50); C (minimum 14.60) Female – A (12.00 – 13.28); B (13.38 – 15.27); C (minimum 15.37)
100m	Male – A (maximum 13.50); B (13.60 – 15.90); C (16.00 – 20.00); D (minimum 20.10) Female – A (maximum 15.50); B (15.60 – 17.00); C (17.10 – 21.90); D (22.00 minimum)
200m	Male – A (maximum 25.90); B (26.00 – 31.00); C (31.10 – 37.50); D (minimum 37.60) Female – A (maximum 32.90); B (33.00 – 39.50); C (39.60 – 47.50); D (minimum 47.60)
400m	Male – A (maximum 59.00); B (59.10 – 01:11.00); C (01:11.10 – 01:25.00); D (minimum 01:25.10) Female – A (maximum 01:14.50); B (01:14.60 – 01:29.50); C (01:29.60 – 01:47.50); D (minimum 01:47.60)
800m	Male – A (maximum 02:21.00); B (02:21.10 – 02:49.40); C (02:49.50 – 03:23.50) Female – A (maximum 03:00.00); B (03:00.10 – 03:36.00); C (03:36.10 – 04:26.50)
1500m	Male – A (maximum 04:57.00); B (04:57.10 – 05:56.50); C (05:56.60 – 07:07.90) Female – A (maximum 05:33.00); B (05:33.10 – 06:39.50); C (06:39.60 – 08:00.00)
3000m	Male – A (maximum 12:21.00); B (12:21.10 – 14:49.50); C (14:49.60 – 17:47.50) Female – A (maximum 13:04.50); B (13:04.60 – 15:42.50); C (15:42.60 – 18:51.00)
5000m	Male – A (maximum 18:24.00); B (18:24.10 – 22:05.00) Female – A (maximum 25:10.00); B (25:10.10 – 30:12.00)
10000m	Male – A (maximum 40:00.00); B (40:00.10 – 48:00.00) Female – A (maximum 60:00.00)
Mini Javelin	Male – A (minimum 18.64); B (14.01 – 18.63); C (maximum 14.00) Female – A (minimum 13.19); B (10.55 – 13.18); C (maximum 10.54)
Shot Put	Male – A (minimum 11.00); B (8.80 – 10.80); C (7.04 – 8.79); D (maximum 7.03) Female – A (minimum 7.80); B (6.20 – 7.79); C (4.95 – 6.19); D (maximum 4.94)
Long Jump	Male – A (minimum 5.25); B (4.20 – 5.24); C (1.00 – 4.19) Female – A (minimum 3.80); B (3.00 – 3.79); C (1.00 – 2.99)
Standing Long Jump	Male – A (minimum 1.70); B (maximum 1.69) Female – A (minimum 1.11); B (maximum 1.10)
TEAM EVENTS	
<ul style="list-style-type: none"> 4x100m Relay 4x400m Relay 	

BOCCE

Sport Entry Regulations:

- Athletes may be registered maximum in three (3) events – one (1) Singles event, one (1) Doubles event and one (1) Team event.
- Unified partners can be registered only for Unified Sports® events.
- Please add to the registration system if any bocce supportive equipment is required: Bell, Cone, Ramp. If nothing is required, please select “None” in the registration system.
- Doubles teams must consist of two (2) athletes. Unified Sports® Doubles teams must consist of one (1) athlete and one (1) unified partner. Please name teams in the following format: Last Name / Last Name. Please enter the same order of the names in both entries. For example, the team name should be “Smith / Jones” for both athletes and unified partners.
- Teams must consist of four (4) athletes. Please name teams in the following format: SO Program #. For example, SO Italy 1, SO Italy 2, etc. Please add the team number of each athlete to the “Team Number” field.
- Unified Sports® Teams must consist of two (2) athletes and two (2) unified partners. Please name teams in the following format: SO Program #. For example, SO Italy 1, SO Italy 2, etc. Please enter the team number for each athlete and unified partner in the “Team Number” field.
- Athletes and unified partners must be of similar age. Members of Unified Sports® teams must be within the following similar age ranges:
 - If all the members of a team are 18 years old and older, the variance between the youngest and oldest member of the team should be no more than 20 years.
 - If any member of a team is between the ages of 15–17 the variance between the youngest and oldest member of the team must be no more than 5 years.

Events list:

INDIVIDUAL EVENTS	TEAM EVENTS	
Traditional events	Traditional events	Unified Sports® events
<ul style="list-style-type: none"> • Men's Singles • Women's Singles 	<ul style="list-style-type: none"> • Men's Doubles • Women's Doubles • Team 	<ul style="list-style-type: none"> • Unified Sports® Doubles • Unified Sports® Team

BADMINTON

Sport Entry Regulations:

- Athletes may be registered in one (1) single and two (2) double events (1 traditional double event + 1 unified double event).
- Unified partners can be registered only for Unified Sports® events.
- The [Assessment form](#) should be filled in English, and the scan of the form should be uploaded into the registration system.
- Doubles teams must consist of two (2) athletes. Please name teams in the following format: Last Name / Last Name. Please enter the same order of the names in both entries. For example, the team name should be "Smith / Jones" for both athletes.
- Unified Sports® Doubles teams must consist of one (1) athlete and one (1) unified partner. Please name teams in the following format: Last Name / Last Name. Please enter the same order of the names in both entries. For example, the team name should be "Smith / Jones" for both athletes and unified partners.
- Athletes and unified partners must be of similar age. Members of Unified Sports® teams must be within the following similar age ranges:
 - If all the members of a team are 18 years old and older, the variance between the youngest and oldest member of the team should be no more than 20 years.
 - If any member of a team is between the ages of 15–17 the variance between the youngest and oldest member of the team must be no more than 5 years.

Events list:

INDIVIDUAL EVENTS	TEAM EVENTS	
Traditional events	Traditional events	Unified Sports® events
<ul style="list-style-type: none"> • Men's Singles • Women's Singles 	<ul style="list-style-type: none"> • Men's Doubles • Women's Doubles • Mixed Doubles 	<ul style="list-style-type: none"> • Men's Unified Sports® Doubles • Women's Unified Sports® Doubles • Unified Sports® Mixed Doubles

BASKETBALL 3X3

Sport Entry Regulations:

- The team size must be five (5).
- Unified teams must be composed of three (3) athletes and two (2) unified partners.
- Unified partners can be registered only at Unified Sports® events.
- Please name teams in the following format: SO Program #. For example, SO Italy 1, SO Italy 2, etc. Please enter the team number for each athlete and unified partner in the "Team Number" field.
- Jersey numbers must be in a range from 1 to 99.
- Athletes and unified partners must be of similar age. Members of Unified Sports® teams must be within the following similar age ranges:
 - If all the members of a team are 18 years old and older, the variance between the youngest and oldest member of the team should be no more than 20 years.
 - If any member of a team is between the ages of 15–17 the variance between the youngest and oldest member of the team must be no more than 5 years.

Events list:

TEAM EVENTS	
Traditional event	Unified Sports® event
Women's Team Competition 3x3	Men's/Mixed Unified Sports® Team Competition 3x3

BASKETBALL 5X5

Sport Entry Regulations:

- Athletes and Unified partners may be registered in only one (1) event.
- The team size must be ten (10).
- Unified teams must be composed of five (5) athletes and five (5) unified partners, or six (6) athletes and four (4) unified partners.
- Unified partners can be registered only for Unified Sports® events.
- Please name teams in the following format: SO Program #. For example, SO Italy 1, SO Italy 2, etc. Please enter the team number for each athlete and unified partner in the "Team Number" field.
- Jersey numbers must be in a range from 1 to 99.
- Athletes and unified partners must be of similar age. Members of Unified Sports® teams must be within the following similar age ranges:
 - If all the members of a team are 18 years old and older, the variance between the youngest and oldest member of the team should be no more than 20 years.
 - If any member of a team is between the ages of 15–17 the variance between the youngest and oldest member of the team must be no more than 5 years.

Events list:

TEAM EVENTS	
Traditional events	Unified Sports® events
<ul style="list-style-type: none"> • Men's/Mixed Team Competition 5v5 • Women's Team Competition 5v5 	<ul style="list-style-type: none"> • Men's/Mixed Unified Sports® Team Competition 5v5 • Women's Unified Sports® Team Competition 5v5

BEACH VOLLEYBALL

Sport Entry Regulations:

- Athletes and Unified partners may only be registered for one (1) event.
- The team size must be six (6).
- Teams must be composed of three (3) athletes and three (3) unified partners.
- Unified Sports® teams must consist of 3 athletes and 3 unified partners.
- Please name teams in the following format: SO Program #. For example, SO Italy 1, SO Italy 2, etc. Please enter the team number for each athlete and unified partner in the "Team Number" field.
- Jersey numbers must be in a range from 1 to 6.
- Athletes and unified partners must be of similar age. Members of Unified Sports® teams must be within the following similar age ranges:
 - If all the members of a team are 18 years old and older, the variance between the youngest and oldest member of the team should be no more than 20 years.
 - If any member of a team is between the ages of 15–17 the variance between the youngest and oldest member of the team must be no more than 5 years.

Events list:

TEAM EVENTS
Unified Sports® events
<ul style="list-style-type: none"> • Men's/Mixed Unified Sports® Team Competition • Women's Unified Sports® Team Competition

BOWLING

Sport Entry Regulations:

- Athletes may be registered maximum in three (3) events – one (1) Singles event, one (1) Doubles event and one (1) Team event.
- Unified partners can be only registered for Unified Sports® events.
- Men's/Women's Doubles teams must consist of two (2) athletes. Please name teams in the following format: Last Name / Last Name. Please enter the same order of the names in both entries. For example, the team name should be "Smith / Jones" for both athletes.
- Unified Sports® Doubles teams must consist of one (1) athlete and one (1) unified partner. Please name teams in the following format: Last Name / Last Name. Please enter the same order of the names in both entries. For example, the team name should be "Smith / Jones" for both athletes and unified partners.
- Teams must consist of four (4) athletes. Please name teams in the following format: SO Program #. For example, SO Italy 1, SO Italy 2, etc. Please add the team number of each athlete to the "Team Number" field.
- Unified Sports® teams must consist of two (2) athletes and two (2) unified partners. Please name teams in the following format: SO Program #. For example, SO Italy 1, SO Italy 2, etc. Please enter the team number for each athlete and unified partner in the "Team Number" field.
- Athletes and unified partners must be of similar age. Members of Unified Sports® teams must be within the following similar age ranges:
 - If all the members of a team are 18 years old and older, the variance between the youngest and oldest member of the team should be no more than 20 years.
 - If any member of a team is between the ages of 15–17 the variance between the youngest and oldest member of the team must be no more than 5 years.

Events list:

INDIVIDUAL EVENTS	TEAM EVENTS	
Traditional events	Traditional events	Unified Sports® events
<ul style="list-style-type: none"> • Men's Singles • Women's Singles 	<ul style="list-style-type: none"> • Men's Doubles • Women's Doubles 	<ul style="list-style-type: none"> • Unified Sports® Doubles Team • Unified Sports® Team

CYCLING

Sport Entry Regulations:

- Athletes may be registered only in one (1) category.
- Unified Partners cannot get registered for Cycling.
- Athletes may be registered for a minimum of two (2) and a maximum of three (3) events in the same category.
- Athletes using adult modified bikes (three-wheelers) are only permitted to be registered in the following events: 500m Time Trial and/or 1K Time Trial.
- Category 2 and Category 3 events do not need to be in the sequential distance order. For example, an athlete may be registered for the 5K Road Race, 10K Road Race and 25K Road Race.

Events list:

INDIVIDUAL EVENTS		
Category 1	Category 2	Category 3
<ul style="list-style-type: none"> • 500m Time Trial • 1K Time Trial • 2K Time Trial 	<ul style="list-style-type: none"> • 2K Time Trial • 5K Time Trial • 10K Time Trial • 5K Road Race 	<ul style="list-style-type: none"> • 5K Time Trial • 10K Time Trial • 5K Road Race • 10K Road Race • 15K Road Race • 25K Road Race

EQUESTRIAN

Sport Entry Regulations:

- Athletes may be registered only in one (I) level – among A, B(I), C(I), B(S), C(S). Athletes may be registered for a maximum of three (3) events in the same level.
- Unified Partners cannot get registered for Equestrian.
- The “[Equestrian Rider Profile](#)” and the “[Horse Profile](#)” should be filled in English, and the scan of the forms should be uploaded into the registration system.
- Riders who must wear footwear as the result of a physical disability must have a physician's statement submitted with their Rider Profile. In this case, safety stirrups are obligatory. Please merge the physician's statement with the Rider Profile to upload both documents together.

Events list:

INDIVIDUAL EVENTS				
Level A	Level B (I)	Level C (I)	Level B (S)	Level C (S)
<ul style="list-style-type: none"> • Dressage • English Equitation • Equitation Jumping • English Working Trails 	<ul style="list-style-type: none"> • Dressage • English Equitation • English Working Trail • Equitation Jumping 	<ul style="list-style-type: none"> • Dressage • English Equitation • English Working Trails 	<ul style="list-style-type: none"> • English Equitation • English Working Trails 	<ul style="list-style-type: none"> • English Equitation • English Working Trails

FIELD HOCKEY

Sport Entry Regulations:

- The team size must be ten (10).
- Teams must be composed of an equitable balance of male and female athletes with a minimum of three (3) female athletes.
- Unified Partners cannot get registered for Field Hockey.
- Please name teams in the following format: SO Program #. For example, SO Italy 1, SO Italy 2, etc. Please add the team number of each athlete to the “Team Number” field.
- Jersey numbers must be in a range from 1 to 18.

Event list:

TEAM EVENTS

Team Competition 6-a-side – Male/Mixed

FOOTBALL (7-A-SIDE)

Sport Entry Regulations:

- Athletes and Unified partners may be registered in only one (1) event.
- Men's/Women's traditional teams must consist of eleven (11) athletes.
- Unified partners can be registered only at Unified Sports® events.
- Men's/Women's Unified Sports® teams must consist of 6 (six) athletes and 5 (five) unified partners.
- Please name teams in the following format: SO Program #. For example, SO Italy 1, SO Italy 2, etc. Please enter the team number for each athlete and unified partner in the "Team Number" field.
- Jersey numbers must be in a range from 1 to 23.
- Athletes and unified partners must be of similar age. Members of Unified Sports® teams must be within the following similar age ranges:
 - If all the members of a team are 18 years old and older, the variance between the youngest and oldest member of the team should be no more than 20 years.
 - If any member of a team is between the ages of 15–17 the variance between the youngest and oldest member of the team must be no more than 5 years.

Events list:

TEAM EVENTS	
Traditional events	Unified Sports® events
<ul style="list-style-type: none"> • Men's Team Competition 7-a-side • Women's Team Competition 7-a-side 	<ul style="list-style-type: none"> • Men's Unified Sports® Team Competition 7-a-side • Women's Unified Sports® Team Competition 7-a-side

FUTSAL

Sport Entry Regulations:

- Athletes and Unified partners may be registered in only one (1) event.
- Unified partners can be registered only at Unified Sports® events.
- The team size must be ten (10).
- Unified teams must be composed of six (6) athletes and four (4) unified partners.
- Please name teams in the following format: SO Program #. For example, SO Italy 1, SO Italy 2, etc. Please enter the team number for each athlete and unified partner in the "Team Number" field.
- Jersey numbers must be in a range from 1 to 23.
- Athletes and unified partners must be of similar age. Members of Unified Sports® teams must be within the following similar age ranges:
 - If all the members of a team are 18 years old and older, the variance between the youngest and oldest member of the team should be no more than 20 years.
 - If any member of a team is between the ages of 15–17 the variance between the youngest and oldest member of the team must be no more than 5 years.

Events list:

TEAM EVENTS	
Traditional events	Unified Sports® events
<ul style="list-style-type: none"> • Men's Futsal Team Competition 	<ul style="list-style-type: none"> • Men's Futsal Unified Sports® Team Competition • Women's Futsal Unified Sports® Team Competition

GOLF

Sport Entry Regulations:

- Athletes and Unified Partners may be registered only in one (1) event.
- Unified partners can be registered only at Unified Sports® events.
- Teams must consist of 1 athlete and 1 unified partner.
- Please name teams in the following format: Last Name / Last Name. Please enter the same order of the names in both entries. For example, the team name should be “Smith / Jones” for both athletes and unified partners.
- Athletes are required to provide the score for all 6 skills when registering in Level 1 – Individual Skills. The sum of all skills will be calculated automatically. It is not required to add “Sum of all skills”.
- Athletes are required to provide 6 of the most recent, accurate scores using a 9 or 18 hole respectively when registering in Level 2, 3, 4 and 5 events. Scores from Par 3 or Executive Golf Courses are not permitted. The average of all scores will be calculated automatically. It is not required to add “Entry average”.
- Athletes in level 5 are required to add the USGA Handicap Index® and/or GHIN number. If they do not have USGA Handicap Index® and GHIN number, please add 0; but consider that Qualification Score should be provided.
- In Levels 4 and 5 it should be selected whether a caddie is required or not, and if it is needed, the name of the caddie should be added to the registration system.
- Performance standards are outlined below:
 - Level 2: Average of 70 or lower
 - Level 3: Average of 120 or lower
 - Level 4: Average of 70 or lower
 - Level 5: Average of 120 or lower

Events list:

INDIVIDUAL EVENTS			TEAM EVENTS	
Level 1	Level 4	Level 5	Level 2	Level 3
Individual Skills	Individual Stroke Play (9 hole)	Individual Stroke Play (18 hole)	Unified Sports® Alternate Shot Team Play (9 hole)	Unified Sports® Team Play (18 hole)

GYMNASTICS ARTISTIC

Sport Entry Regulations:

- All athletes in Gymnastics Artistic must be at least 12 years of age by the Opening Ceremony – born on or before 17 June 2011.
- Athletes may be registered only in one (1) level.
- Male or Diverse athletes may be registered in Men's All Around, or a minimum of one (1) and a maximum of five (5) events (apparatus) at the same level.
- Female or Diverse athletes may be registered in Women's All Around, or a minimum of one (1) and maximum of three (3) events (apparatus) at the same level.
- Unified Partners cannot get registered for Gymnastics Artistic.

Events list:

INDIVIDUAL EVENTS (MEN'S)			
Level 1	Level 2	Level 3	Level 4
Men's All Around Men's Floor Exercise Men's Pommel Horse Men's Rings Men's Vaulting Men's Parallel Bars Men's Horizontal Bar	Men's All Around Men's Floor Exercise Men's Pommel Horse Men's Rings Men's Vaulting Men's Parallel Bars Men's Horizontal Bar	Men's All Around Men's Floor Exercise Men's Pommel Horse Men's Rings Men's Vaulting Men's Parallel Bars Men's Horizontal Bar	Men's All Around Men's Floor Exercise Men's Pommel Horse Men's Rings Men's Vaulting Men's Parallel Bars Men's Horizontal Bar

INDIVIDUAL EVENTS (WOMEN'S)			
Level 1	Level 2	Level 3	Level 4
Women's All Around Women's Vaulting Women's Uneven Bars Women's Balance Beam Women's Floor Exercise	Women's All Around Women's Vaulting Women's Uneven Bars Women's Balance Beam Women's Floor Exercise	Women's All Around Women's Vaulting Women's Uneven Bars Women's Balance Beam Women's Floor Exercise	Women's All Around Women's Vaulting Women's Uneven Bars Women's Balance Beam Women's Floor Exercise

GYMNASTICS RHYTHMIC

Sport Entry Regulations:

- All athletes in Gymnastics Rhythmic must be at least 12 years of age by the Opening Ceremony – born on or before 17 June 2011.
- Athletes may be registered only in one (1) level.
- Unified Partners cannot get registered for Gymnastics Rhythmic.
- Only female and diverse athletes can be registered for the Gymnastics Rhythmic events.
- Athletes may be registered in “All Around”, or one (1) or more other events (apparatus) within one level.
- Levels 1, 2, and 3 are compulsory routines, which may be reversed in their entirety (mirror image).
- Level 4 routines are optional routines. Athletes perform original choreography to the music of choice (following FIG guidelines for music).
- Level 4 athletes cannot be registered both into Hoop and Rope. After selecting “All Around”, please select the preferred apparatus – either Hoop or Rope.
- The group routines are compulsory routines designed for small groups of four (4) or six (6) athletes, or large groups of eight (8), ten (10) or twelve (12) athletes (each group must have an even number of athletes), who may be of any Level. 'Group Hoop' is for four (4) athletes.
- Please name teams in the following format: SO Program #. For example, SO Italy 1, SO Italy 2, etc. Please enter the team number for each athlete and unified partner in the “Team Number” field.
- Athletes may be registered in one (1) group routine in addition to individual routines or perform just in group routines (no individual).

Events list:

INDIVIDUAL EVENTS			
Level 1	Level 2	Level 3	Level 4
All Around	All Around	All Around	All Around
Rope	Rope	Hoop	Rope/ Hoop
Hoop	Hoop	Ball	Ball
Ball	Clubs	Clubs	Clubs
Ribbon	Ribbon	Ribbon	Ribbon

TEAM EVENTS
Rhythmic Group Floor Exercise (small)
Rhythmic Group Floor Exercise (large)
Rhythmic Group Hoop Exercise

HANDBALL

Sport Entry Regulations:

- The team size must be twelve (12).
- Unified Sports® teams must consist of six (6) athletes and six (6) unified partners, or seven (7) athletes and five (5) unified partners.
- Unified partners can be registered only at Unified Sports® events.
- Please name teams in the following format: SO Program #. For example, SO Italy 1, SO Italy 2, etc. Please enter the team number for each athlete and unified partner in the "Team Number" field.
- Jersey numbers must be in a range from 1 to 99.
- Athletes and unified partners must be of similar age. Members of Unified Sports® teams must be within the following similar age ranges:
 - If all the members of a team are 18 years old and older, the variance between the youngest and oldest member of the team should be no more than 20 years.
 - If any member of a team is between the ages of 15–17 the variance between the youngest and oldest member of the team must be no more than 5 years.

Events list:

TEAM EVENTS	
Traditional events	Unified Sports® events
Women's Team Competition	Men's Unified Sports® Team Competition

JUDO

Sport Entry Regulations:

- All athletes in Judo must be at least 16 years of age by the Opening Ceremony – born on or before 17 June 2007.
- Athletes may be registered at a maximum in one (1) event.
- Athletes should enter their body weight in kg at the time of registration.
- Unified Partners cannot get registered for Judo.

Events list:

• INDIVIDUAL EVENTS
Traditional events
<ul style="list-style-type: none"> • Men's Level 1 • Men's Level 2 • Men's Level 3 • Women's Level 1 • Women's Level 2 • Women's Level 3

KAYAKING

Sport Entry Regulations:

- Athletes and Unified Partners may be registered maximum in three (3) events.
- Double Kayak team with different registrant's age groups participate in the age group of the older person.
- Mixed Kayak teams participate in the men's event.
- Unified partners can be registered only for Unified Sports® events.
- Doubles teams must consist of 2 athletes. Please name teams in the following format: Last Name / Last Name. Please enter the same order of the names in both entries. For example, the team name should be "Smith / Jones" for both athletes.
- Unified Sports® Double teams must consist of one (1) athlete and one (1) unified partner. Please name teams in the following format: Last Name / Last Name. Please enter the same order of the names in both entries. For example, the team name should be "Smith / Jones" for both athletes.
- Qualification time (format hh:mm:ss.SS) should be collected for the team in the Doubles events.
- Athletes and unified partners must be of similar age. Members of Unified Sports® teams must be within the following similar age ranges:
 - If all the members of a team are 18 years old and older, the variance between the youngest and oldest member of the team should be no more than 20 years.
 - If any member of a team is between the ages of 15–17 the variance between the youngest and oldest member of the team must be no more than 5 years.

Events list:

INDIVIDUAL EVENTS	TEAM EVENTS	
Traditional events	Traditional events	Unified Sports® events
<ul style="list-style-type: none"> • KT-1 200m Men • KT-1 500m Men • KT-1 200m Women • KT-1 500m Women 	<ul style="list-style-type: none"> • KT-2 200m Men • KT-2 500m Men • KT-2 200m Women • KT-2 500m Women 	<ul style="list-style-type: none"> • KT-2 200m Unified • KT-2 500m Unified • K-2 500m Unified

POWERLIFTING

Sport Entry Regulations:

- Athletes may be registered at one (1) event listed below.
- Athletes who are registered for Men's or Women's combined events are automatically enrolled in all individual events and the combined event.
- Athletes should enter their maximum lift values in kg at the time of registration.
- Athletes' weight class entry should be selected:
Male: -53kg; -59kg; -66kg; -74kg; -83kg; -93kg; -105kg; -120kg; +120kg
Female: -43kg; -47kg; -52kg; -57kg; -63kg; -72kg; -84kg; +84kg
- At a minimum, athletes must be able to lift the bar for any of the events.
- Unified Partners cannot get registered for Powerlifting.

Events list:

INDIVIDUAL EVENTS

Traditional events

- Men's Combined Squat, Bench Press and Deadlift
- Men's Combined Bench Press and Deadlift
- Men's Bench Press
- Women's Combined Squat, Bench Press and Deadlift
- Women's Combined Bench Press and Deadlift
- Women's Bench Press

ROLLER SKATING

Sport Entry Regulations:

- Athletes may be registered only in one (1) category.
- Unified Partners cannot get registered for Roller Skating.
- In Category 1, Athletes may be registered in a maximum of two (2) events.
- In Category 2, Athletes may be registered for a maximum of three (3) events.
- Relay teams must consist of two (2) athletes.
- Please name teams in the following format: SO Program #. For example, SO Italy 1, SO Italy 2, etc. Please add the team number of each athlete to the "Team Number" field.
- Please add the qualifying time of the athletes in individual events and relay teams in team events in hh:mm:ss.SS format.
- The qualifying time standards: in the 30m Slalom – the minimum time is 00:00:15.00; in the 30m Straight Line – the minimum time is 00:00:15.00.

Events list:

INDIVIDUAL EVENTS		TEAM EVENTS
Category 1	Category 2	Category 2
30m Slalom 30m Straight Line	100m Race 300m Race 500m Race 1000m Race	2x100m Relay 2x200m Relay

SAILING

Sport Entry Regulations:

- Athletes may be registered only in one (1) event.
- Level 1 and Level 2 – Unified Sports® Teams must consist of one (1) athlete and one (1) unified partner.
- Level 3 – Unified Sports® Team must consist of two (2) athletes and one (1) unified partner.
- Please name teams in the following format: SO Program #. For example, SO Italy 1, SO Italy 2, etc. Please enter the team number for each athlete and unified partner in the “Team Number” field.

Events list:

TEAM EVENTS
Unified Sports® events
<ul style="list-style-type: none"> • Level 1 – Unified Sports® Team • Level 2 – Unified Sports® Team • Level 3 – Unified Sports® Team

SWIMMING

Sport Entry Regulations:

- Athletes may be registered only in one (1) category.
- Athletes may be registered for a maximum of two (2) individual and one (1) team events.
- Unified partners can be registered only for Unified Sports® events.
- After selecting an event, each athlete should be added to a relevant performance group.
- It should be selected “Yes” in the registration system if an athlete or unified partner requires a side lane for medical reasons. Otherwise, it should be selected “No”.
- It should be selected “Yes” in the registration system if an athlete or unified partner requires assistance to the field of play. Otherwise, it should be selected “No”.
- Relay teams must consist of four (4) athletes. Please name teams in the following format: SO Program #. For example, SO Italy 1, SO Italy 2, etc. Please enter the team number for each athlete and unified partner in the “Team Number” field.
- Relay position – the starting position of the athlete in relay teams should be selected (from 1 to 4) in relay events.
- Athletes from different categories can be registered in one relay team.
- 1500m Open Water Swim and 1500m Unified Sports® Open Water Swim athletes can be registered in 800m Freestyle or 1500m Freestyle events in Category 3.
- Athletes cannot be inscribed to both 1500m Open Water Swimming and 1500m Unified Open Water Swimming events. Open Water Swimming athletes can only be inscribed to only one (1) Open Water Swimming event.
- The qualifying time should be added for 1500m Open Water Swim and 1500m Unified Sports® Open Water Swim events (format: mm:ss.SS). The qualifying time maximum is 45:00.00.
- 1500m Unified Sports® Open Water Swim teams must consist of one (1) athlete and one (1) unified partner. Please name teams in the following format: Last Name / Last Name.

Please enter the same order of the names in both entries. For example, the team name should be “Smith / Jones” for both athletes and unified partners.

Swimming Events list:

INDIVIDUAL EVENTS		
Category	Event	Performance Group
Category 1	25m Backstroke	Male – A (maximum 29.00); B (minimum 29.10) Female – A (maximum 33.00); B (minimum 33.10)
	50m Backstroke	Male – A (maximum 51.00); B (minimum 51.10) Female – A (maximum 1:05.00); B (minimum 1:05.10)
	25m Breaststroke	Male – A (maximum 25.00); B (minimum 25.10) Female – A (maximum 35.00); B (minimum 35.10)
	50m Breaststroke	Male – A (maximum 49.00); B (minimum 49.10) Female – A (maximum 1:01.00); B (minimum 1:01.10)
	50m Butterfly	Male – A (maximum 44.00); B (minimum 44.10) Female – A (maximum 54.00); B (minimum 54.10)
	25m Freestyle	Male – A (maximum 23.50); B (minimum 23.60) Female – A (maximum 29.00); B (minimum 29.10)
	50m Freestyle	Male – A (maximum 45.00); B (minimum 45.10) Female – A (maximum 57.00); B (minimum 57.10)
Category 2	100m Backstroke	Male – A (maximum 1:46.00); B (minimum 1:46.10) Female – A (maximum 2:10.00); B (minimum 2:10.10)
	100m Breaststroke	Male – A (maximum 1:45.00); B (minimum 1:45.10) Female – A (maximum 2:02.00); B (minimum 2:02.10)
	200m Breaststroke	Male – A (maximum 3:58.00); B (minimum 3:58.10) Female – A (maximum 4:05.00); B (minimum 4:05.10)
	100m Butterfly	Male – A (maximum 1:21.00); B (minimum 1:21.10) Female – A (maximum 2:10.00); B (minimum 2:10.10)
	100m Freestyle	Male – A (maximum 1:15.00); B (minimum 1:15.10) Female – A (maximum 1:56.00); B (minimum 1:56.10)
	200m Freestyle	Male – A (maximum 3:10.00); B (minimum 3:10.10) Female – A (maximum 3:28.00); B (minimum 3:28.10)
	400m Freestyle	Male – A (maximum 5:50.00); B (minimum 5:50.10) Female – A (maximum 7:15.00); B (minimum 7:15.10)
	800m Freestyle	Male – A (maximum 12:40.00); B (minimum 12:40.10) Female – A (maximum 17:25.00); B (minimum 17:25.10)
	100m Individual Medley	Male – A (maximum 1:15.00); B (minimum 1:15.10) Female – A (maximum 1:50.00); B (minimum 1:50.10)
Category 3	1500m Freestyle	Male – A (maximum 24:00.00); B (minimum 24:00.10) Female – A (maximum 27:50.00); B (minimum 27:50.10)
	1500m Open Water Swimming	No performance groups

TEAM EVENTS		
Category	Event	Performance Group
Category 3	1500m Unified Sports® Open Water Swimming	No performance groups
No category	4x25m Freestyle Relay	No performance groups
	4x50m Freestyle Relay	No performance groups
	4x50m Medley Relay	No performance groups

TABLE TENNIS

Sport Entry Regulations:

- Athletes and unified partners may be registered maximum in three (3) events – one (1) Singles event, one (1) Doubles event and one (1) Unified Doubles event.
- Unified partners can be registered only for Unified Sports® events.
- Doubles teams must consist of two (2) athletes.
- Unified Sports® Doubles teams must consist of one (1) athlete and one (1) unified partner.
- Please name teams in the following format: Last Name / Last Name. Please enter the same order of the names in both entries. For example, the team name should be “Smith / Jones” for both athletes and unified partners.
- The “[Playing ability form](#)” should be filled in English, and the scan of the form should be uploaded into the registration system.
- Athletes and unified partners must be of similar age. Members of Unified Sports® teams must be within the following similar age ranges:
 - If all the members of a team are 18 years old and older, the variance between the youngest and oldest member of the team should be no more than 20 years.
 - If any member of a team is between the ages of 15–17 the variance between the youngest and oldest member of the team must be no more than 5 years.



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Events list:

INDIVIDUAL EVENTS	TEAM EVENTS	
Traditional events	Traditional events	Unified Sports® events
<ul style="list-style-type: none"> • Men's Singles • Women's Singles 	<ul style="list-style-type: none"> • Men's Doubles • Women's Doubles 	<ul style="list-style-type: none"> • Men's Unified Sports® Doubles • Women's Unified Sports® Doubles • Mixed Unified Sports® Doubles

TENNIS

Sport Entry Regulations:

- Athletes and unified partners may register in events in only one (1) level but can be registered in a Doubles event at a different level.
- The list of performance standards by levels:
Level 4 (Green Ball) – Athlete rating scores: ITN 9
Level 5 (Yellow Ball) – Athlete rating scores: ITN 8 & 7
Level 6 (Yellow Ball) – Athlete rating scores: ITN 6, 5 & 4
For specification of levels and ball color, [please refer to p.9 of the Tennis Sport Rules](#)
- Athletes may only register for two (2) events – one (1) individual and one (1) double event. In addition to this, it is also possible to register athletes for the Unified Sports® Team Competition.
- Unified partners can be registered only for Unified Sports® events.
- The “[ITN form](#)” should be filled in English, and the scan of the form should be uploaded into the registration system.
- Each athlete and unified partner’s [ITN number](#) should be added (between 57 and 430).
- Each athlete and unified partner’s ITN rating should be added (from 1 to 10).
- Doubles teams must consist of two (2) athletes. Unified Sports® Doubles teams must consist of one (1) athlete and one (1) unified partner. Please name teams in the following format: Last Name / Last Name. Please enter the same order of the names in both entries. For example, the team name should be “Smith / Jones” for both athletes and unified partners.
- Unified Sports® Team Competition must consist of two (2) athletes and two (2) unified partners. Level 4 athletes and unified partners cannot be registered in the Unified Sports® Team Competition. Please name teams in the following format: SO Program #. For example, SO Italy 1, SO Italy 2, etc. Please enter the team number for each athlete and unified partner in the “Team Number” field.
- If athletes in traditional doubles are individually rated at various levels, the team will compete at the level of the highest-rated teammate.
- Athletes and unified partners must be of similar age. Members of Unified Sports® teams must be within the following similar age ranges:
 - If all the members of a team are 18 years old and older, the variance between the youngest and oldest member of the team should be no more than 20 years.
 - If any member of a team is between the ages of 15–17 the variance between the youngest and oldest member of the team must be no more than 5 years

Events list:

INDIVIDUAL EVENTS	TEAM EVENTS	
Traditional events	Traditional events	Unified Sports® events
<ul style="list-style-type: none"> • Men's Singles • Women's Singles 	<ul style="list-style-type: none"> • Men's Doubles • Women's Doubles • Mixed Doubles 	<ul style="list-style-type: none"> • Men's Unified Sports® Doubles • Women's Unified Sports® Doubles • Unified Sports® Mixed Doubles • Unified Sports® Team Competition

VOLLEYBALL

Sport Entry Regulations:

- The team size must be ten (10).
- Unified teams must be composed of six (6) athletes and four (4) unified partners, or five (5) athletes and five (5) unified partners.
- The team's VSAT (Volleyball Skill Assessment Test) score should be added. A "team score" shall be determined by adding the top eight (8) players' VSAT scores and then dividing that total by eight (8). The VSAT is explained in section 8 of the SOI Volleyball Rule book.
- Please name teams in the following format: SO Program #. For example, SO Italy 1, SO Italy 2, etc. Please enter the team number for each athlete and unified partner in the "Team Number" field.
- Jersey numbers must be in a range from 1 to 20.
- Athletes and unified partners must be of similar age. Members of Unified Sports® teams must be within the following similar age ranges:
 - If all the members of a team are 18 years old and older, the variance between the youngest and oldest member of the team should be no more than 20 years.
 - If any member of a team is between the ages of 15–17 the variance between the youngest and oldest member of the team must be no more than 5 years.

Events list:

TEAM EVENTS
Unified Sports® events
<ul style="list-style-type: none"> • Men's/Mixed Unified Sports® Team Competition • Women's Unified Sports® Team Competition

6. VISA SUPPORT

6.1 VISA REGULATIONS

EU NATIONALS

EU nationals do not require a visa to enter the Federal Republic of Germany.

NON-EU NATIONALS

In general, all other foreigners require a visa for stays in Germany. A visa is not required for nationals of those countries for which the European Community has abolished the visa requirement.

Please visit the following website for an overview of VISA REQUIREMENTS/EXEMPTIONS for entry into the Federal Republic of Germany:

<https://www.auswaertiges-amt.de/en/einreiseundaufenthalt/-/231148>

Under German law, responsibility for issuing visas lies with the missions (e.g. embassies and consulates-general) of the Federal Republic of Germany. The applicant must apply for the visa at the embassy or consulate general responsible for his/her ordinary residence or domicile.

6.2 PASSPORT EXPIRE DATE

To apply for a visa, your passport must be valid for at least three months on the planned date of departure from Germany and must have been issued within the last 10 years. Thus, for a departure planned on the 26 June 2023, the passport expiry date must be NO EARLIER THAN 26 September 2023, and the passport must have been issued after the 26 June 2013. It should also contain at least two empty pages where the visa can be inserted.

If any passports expire before 26 SEPTEMBER 2023, PLEASE START THE PASSPORT RENEWAL PROCESS IMMEDIATELY.

6.3 TIME REQUIRED TO PROCESS A VISA APPLICATION

By law, embassies or consulates are required to decide on applications for short stay visa within 10 working days. However, please note that there might be a waiting period for appointments at a German embassy or consulate-general, so we recommend to start the application process early. At the same time, we would like to highlight that visa applications can only be submitted six months prior to the Games. You will receive more information on how the LOC will assist you with your visa application by this date.

6.4 CITY WHERE YOU APPLY FOR A VISA

The LOC is pleased to provide you with a link where you can look up for your German Embassy or Honorary Consulate. In case you have any questions, please contact your Delegation Relationship Coordinator.

[Enter a country name to find a German Mission abroad - Federal Foreign Office \(auswaertiges-amt.de\)](https://www.auswaertiges-amt.de/en/germany/entry-requirements/entry-requirements-for-visa-applicants/entry-requirements-for-visa-applicants)

6.5 VISA FOR REFUGEES

On 28 July 1951, the Geneva Refugee Convention (GRC) was adopted at a special United Nations conference. The Convention defines who is a refugee and what protection, rights and assistance refugees should receive. Today the Convention has 146 member states, including Germany.

Refugee Travel Document

The Contracting States are obliged to issue to refugees lawfully staying in their territory travel document for the purpose of travel outside their territory. These travel documents are recognized by all Contracting States. Please note that depending on the country which issued the



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travel document, you may still have to apply for a visa in advance. Please get in touch with your embassy or consulate-general to clarify this.

6.6 FURTHER INFORMATION

Further information on visa support will be shared with you at a later stage.

For any questions related to the visa assistance please contact the LOC Delegation Service team using the following e-mail address: delegation.services@berlin2023.org.

For further information please visit Visa for Germany - Federal Foreign Office:

<https://www.auswaertiges-amt.de/en/aamt/zugastimaa/buergerservice/faq/-/606848>

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The content of this handbook reflect the
planning status at the end of October 2022,
subject to change

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PREMIUM PARTNERS

 **REWE** **TOYOTA**

PARTNERS

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