How to Register Online for Interscholastic Athletics Programs

Students who are interested in participating in an interscholastic athletics program must meet eligibility requirements and, before participating in tryouts or practices, must submit the required forms to their school. For each of their high school student-athletes, parents or guardians can complete and submit the required forms online using the myMCPS Parent and Student Portal’s Athletic Registration application. Information submitted on the forms transfers from one season to the next. Any updates to the student’s emergency information will overwrite existing emergency information in the student’s record.

For student safety and security, in the event of a custody issue, instead of using the online Athletic Registration application, parents or guardians must either download the required forms from the Forms page on the Montgomery County Public Schools Athletics website or contact the student’s school to receive a paper copy of the forms. A completed hard copy of the forms must be submitted to the school before the student can participate in tryouts or practices.

Step 1: Open the Athletic Registration application

Your parent account for accessing the myMCPS Parent and Student Portal also provides access to the Athletic Registration application.

1. Open an Internet browser. (Chrome is recommended.)
2. Go to the myMCPS Parent and Student Portal by entering the following in the address bar: https://portal.mcpsmd.org.
3. Enter your username and password and click the Sign In button.
4. With the appropriate student record open, on the left navigation menu, select the athletic registration link.
Step 2: Review the instructions for completing the Athletic Registration forms

Introduction

Notice the following at the top of the page:

- **Home** – Click this link to show these options:

  - **Continue Your Work** – Return to the previous page.
  - **Cancel** – Delete any information that you entered so far.
  - **Winter Athletic Registration 2017-2018** – After you cancel, restart the registration process for the selected student.
  - **Save & Log Out** – Save any information that you entered and log out.
  - **English** – View the application in English, or select **Español (Spanish)** to view the application in that language.

Also notice the main navigation path in the dark blue bar. It indicates where you are in the registration process (capital letters) and what remains to be completed. In this case, you are at the introduction and still need to complete the Athletic Registration forms then review and submit them. Click a link in the main navigation path to go to that part of the registration process, the **Next** button to advance one page, or the **Prev** button to go back one page.
Step 3: Complete the Athletic Registration forms

Athletic Participation Information
Read the general information on this page about participating in interscholastic athletics programs, including eligibility requirements. Notice the additional navigation path for the Athletic Registration forms. It indicates where you are in the process of completing the forms (capital letters) and what remains to be completed. Click a link in the navigation path to go to that part of the process, the Next button to advance one page, or the Prev button to go back one page.

For some athletic activities, such as football, wrestling, and track and field, an additional form is added to the navigation path for you to complete. It is added after you select the activity and proceed to the next page.
Student Information

Review the demographic information in your student-athlete’s record. Contact the student’s school to update this information. *Do not* enter information in the **Athletic Director Code (Admin Use Only)** field.
Parent/guardian Information
Enter the contact information for the parents, guardians, or other authorized adults who are responsible for your student-athlete day to day. If an adult responsible for the student at the student’s home address does not work outside the home, enter for **Work Phone** the home phone number if other than the cell phone number.

When entering this contact information, keep in mind the following:

- For **Relationship to Student**, select a specific relationship instead of **Other**, if possible.
- Do not separate parts of a phone number with spaces or hyphens.
- If you enter a work phone number, a field for entering a work phone extension will show.
- For contacts other than the first two, if you select **No** for **Does this Parent/guardian reside at the student’s home address?**, fields for entering the parent/guardian address will show.

Add a contact by selecting the **Check here to add an additional contact** check box at the bottom of the page.
Enter the requested information about the authorized adults to contact in an emergency if the parent or guardian contacts cannot be reached. In an emergency that requires the school to release a student using the parent/child reunification protocol, the school may release a student to one of the emergency contacts. Also enter information about the authorized adults who are responsible for the student before and after school.

When entering this contact information, keep in mind the following:

- For **Relationship to Student**, select a specific relationship instead of **Other**, if possible.
- Do not separate parts of a phone number with spaces or hyphens.
- If you enter a work phone number, a field for entering a work phone extension will show.
Athletics Selection

For the upcoming season, select the athletic activity in which the student is interested in participating. According to the Student Information on the Athletics website, “students shall not be permitted to participate in more than one interscholastic sport in one season. If a student leaves one team and has not participated in a contest, he/she may join a second team if the coaches of each team agree. The athletic director must be notified in writing.”

You must select an athletic activity before submitting the Athletic Registration forms. For some athletic activities, such as football, wrestling, and track and field, you must complete an additional form, which opens after you select the activity and proceed to the next page.
Student’s Medical Information

Provide on this form information about the student-athlete’s medical providers, health insurance, health history, immunizations, physical exams, and medications. Any updates to the student’s emergency information will overwrite existing emergency information in the student’s record.

When entering the medical information, keep in mind the following:

- MCPS Form SR-8, *Pre-Participation Physical Evaluation for Athletes*, mentioned in the **Physical – Clearance Form** section, must be completed before a student can participate in interscholastic athletics. The clearance is valid for 1 year for all sports in which the student participates within that time period. You can upload an electronic copy of the form or provide a hard copy to the school. When you select Yes – I have the completed clearance form and will upload it now into the system, controls for uploading the form will show.

- At the bottom of the form in the **Release for Treatment** section, select I agree to give permission to the attending physician or hospital to administer appropriate medical treatment to the student if you cannot be reached.
Agreements

- **Concussion Awareness and Sudden Cardiac Arrest Awareness** – Both you and your student-athlete must select I agree to acknowledge that you have read and understand the concussion and sudden cardiac information on the Concussions, Baseline Testing, and Sudden Cardiac Arrest page on the Athletics website.

- **ImPACT Baseline Concussion Testing Consent** – Student-athletes must undergo baseline testing at least once every 2 years. Both you and your student-athlete must select I agree to acknowledge your understanding of the purpose of baseline testing, consent to the student undergoing the testing, give permission to release testing results to health care providers, and give permission to share general information about the test data with school staff for providing any temporary academic modifications needed after a concussion.

- **Approval for Trips** – Select an option to indicate if you give permission for your student-athlete to participate in the selected interscholastic athletics program using the transportation arrangements that you approve in this section. Also select an option to indicate your willingness to volunteer as a chaperone for the athletic activity.
Student-Parent/Guardian Athletic Participation Contract and Parent Permission Form

You and your student-athlete must review the information on this form and verify the student’s legal primary address. You give permission for your student-athlete to participate in the selected interscholastic athletics program by providing your electronic signature on the next page.

<table>
<thead>
<tr>
<th>Forms</th>
<th>Athletic Participation Information &gt; Student &gt; Family &gt; Additional Contacts &gt; Athletics &gt; Medical &gt; Agreements &gt; ATHLETIC PARTICIPATION CONTRACT &gt; Signatures</th>
</tr>
</thead>
</table>

**STUDENT-Parent/Guardian ATHLETIC PARTICIPATION CONTRACT AND PARENT PERMISSION FORM**

Parent/Guardian and Student-Athlete: Review this contract carefully, complete information as requested, affix signatures, and submit the completed contract/permission as part of the online Athletic Registration form.

**Stipulations**

We have received and read the Student-Parent Athletic Participation Information. Based on this information, we understand and stipulate to the following:

1. Understand the eligibility regulations required for participation and affirm that all eligibility requirements have been satisfied, including age, residency, and academics.
2. Understand that participation of ineligible players will result in individual and team sanctions, including forfeits for the team.
3. Affirm that the student will exert effort to maintain a high level of academic achievement.
4. Understand that there is potential for serious, catastrophic, or life-threatening injury associated with participation in a sport.
5. Acknowledge receipt and review of safety and health information made available by the school system, including information regarding concussions, MIRSA, hygiene, heat acclimatization, hydration, streptococcal, and sudden cardiac arrest.
6. Affirm that the student shall not participate in racing at any time, of any nature.
7. Shall exhibit, as a participant or spectator, a high level of sportsmanship at contests.
8. Shall follow appropriate procedures in communicating concerns to coaches.
9. Affirm that the student will abide by all team and participation standards.
10. Shall utilize appropriate, positive use of technology, including social media and other electronic communications.
11. Affirm that the student shall not use steroids, illegal drugs, alcohol, or tobacco unless medically prescribed for a specific condition or illness.
12. Shall allow certified athletic trainers contracted by MCPS to administer emergency and first aid care to the student, as allowed by the Code of Maryland Regulations (COMAR), the National Athletic Trainers Association (NATA), the Maryland Board of Physicians, and Board policies and MCPS regulations.

**Residency Verification**

In order to be eligible, students must be legally enrolled at a school designated by the school system based on their legal primary address. Please respond to the following residency questions:

The student resides at [ ]

- Address
- City
- State - Select -
- Zip

This residence is within the boundaries of [ ]

- The student resides at this residence with a Parent/Guardian: Yes No
- My current address is the same as last year: Yes No
- I have only lived at my current school: Yes No
- I agree to notify the coach/school of any changes in residence: Yes No

Permission to Participate

I/we hereby authorize and consent to our child's participation in interscholastic athletics and sports. We understand that the sport in which our child will be participating is potentially dangerous, and that physical injuries may occur to our child requiring emergency medical care and treatment. We assume the risk of injury to our child that may occur in an athletic activity.

In consideration of the acceptance of our child by MCPS in its athletic program, and the benefits derived by our child from participation, I/we agree to release and hold harmless the Montgomery County Board of Education, its members, the superintendent of schools, the principal, all coaches, and any and all other of its agents, servants, and/or employees, as well as entities that provide training to MCPS coaches and/or athletics as part of the school system's athletic program, and agree to indemnify each of them from any claims, costs, suits, actions, judgment, and expenses arising from our child's participation in interscholastic athletics.

I/we hereby give our consent and authorize the Montgomery County Board of Education and its agents, servants, and/or employees to consent on our behalf and on behalf of our child, to administer emergency medical care and treatment in the event we are unable to be notified by reasonable attempts of the need for such emergency medical care and treatment.

Each year MCPS makes available a student accident insurance policy at a nominal premium. This insurance is secondary to the family's own insurance. Because accidents will inevitably occur despite our best efforts to maintain a high level of safety in all student activities, this insurance coverage is recommended unless the family deems that other insurance coverage (in force) will meet the needs of the student. The student accident insurance policy is available at the beginning and throughout the school year. The coverage may be obtained from the insurance carrier. Forms are available at the school.
Electronic Signature

You must provide your electronic signature to attest to the accuracy of the information that you are submitting on the Athletic Registration forms and to give permission for your student-athlete to participate in the selected interscholastic athletics program. Click the **Next** button to review and submit information entered on the Athletic Registration forms.
Step 4: Review and submit the Athletic Registration forms

1. On the Review & Submit page, review the information that you entered on the Athletic Registration forms.

2. To edit or provide additional information, do the following:
   a. Click in a field to open the form on which that information is entered.
   b. Make the necessary changes to the form.
   c. Click the Continue button to return to the Review & Submit page.

3. After you have reviewed the forms and made any necessary changes, click the Submit button.

After you submit, the forms will be sent to the school and you will no longer be able to edit them. The Submission Confirmation page will open, allowing you to print the information that you submitted.

4. At the top of the page, click Save & Log Out.

5. To register another one of your student-athletes for an athletic activity, do the following:
   a. Return to the myMCPS Parent and Student Portal.
   b. On the left navigation menu, select the name of the other student-athlete then select the athletic registration link (as shown in step 1).
   c. Select an option to indicate if you want to copy information that you submitted for the other student-athlete to the registration for the student-athlete you are registering. You can change the information that is copied.
   d. Click the Continue button to proceed with registration.

Click this link to print a copy of the forms for your records.