

2022 SAAA Checklist (2/11/21)

1. **Team Applications:** Submit the completed team application form and a check for \$150 (made out to SAAA) to the new Admin Secretary. It must be received by March 14th.
2. **Hold your Team Registrations (collect info/paperwork).** In addition to any information required by your team, you must collect:
 - a. A copy of each swimmers birth certificate
 - b. A completed SAAA Waiver Form for each swimmer (or equivalent).Your team will hold on to the birth certificates. A copy of the waiver form or spreadsheet with emergency contact info will go in your team binder and must be present at all practices, meets, invitationals, etc.
3. **Register Swimmers:** Make sure all necessary athlete information is correctly entered in Meet Manager. Follow the registration instructions on the SAAA website. You may begin emailing athlete registrations on March 21st.
 - a. Make sure all necessary information is provided and correct before submitting registrations. The swimmer's name must match the name on the birth certificate.
 - b. Remember that you are responsible for paying for any submitted registrations.
 - c. The final day to submit swimmer registrations is June 11th.
4. **Pay for your Swimmers:** You will only submit 2 payments for swimmer insurance for the season. Insurance is now \$25 per swimmer.
 - a. The Admin Secretary must receive payment for any registrations made prior to 6pm on April 26th. Teams that make an April payment do not pay again until the end of the season.
 - b. If you don't have swimmers in the water in April, you will need to pay for any registered swimmers by May 31st.
 - c. Payment for any remaining swimmers will be made by the end of the season along with Championship entry fees. Details will be announced later.
5. **Certify and Register your Coaching Staff:** The names of all of your coaches must be submitted to the Admin Secretary. The last day to register coaches will be June 1st. The Admin Secretary must have the following items from each coach:
 - a. Current CPR Certification
 - b. Current Safety Training for Coaches Certification
 - c. Background Check for coaches that will be 18&O.
 - d. Signed Abuse/Misconduct Policy Form
6. **Other:** The rules clinic form, meet scheduling, and other items will be announced at a later date.