

## **2023 SAAA Checklist (3/12/23)**

1. **Team Applications:** Submit the completed team application form and a check for \$150 (made out to SAAA) to the Admin Secretary. It must be received by March 14<sup>th</sup>.
  - The application can be mailed, delivered, or scanned and emailed.
  - The check can be mailed or dropped off.
  
2. **Hold your Team Registrations (collect info/paperwork).** In addition to any information required by your team, you must collect:
  - A copy of each swimmers birth certificate
  - 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 your registration platform (TM, TU, or MM). Follow the registration instructions on the SAAA website. You may begin emailing athlete registrations on March 20<sup>th</sup>.
  - The swimmer's name and birth date must match what's on the birth certificate, not their registration forms.
  - Remember that you are responsible for paying for any submitted registrations.
  - The final day to submit swimmer registrations is June 17<sup>th</sup>.
  
4. **Pay for your Swimmers:** You will only submit 2 payments for swimmer insurance for the season. Insurance is \$25 per swimmer.
  - If you have swimmers in the water during April:
    - You will pay for all swimmers registered as of Wednesday, April 19<sup>th</sup>.
    - A check must be postmarked by Saturday, April 22<sup>nd</sup> or dropped off to the Admin Secretary prior to 6pm on April 25<sup>th</sup>. Teams that make an April payment do not pay again until the end of the season.
  - If you don't have swimmers in the water in April, you will need to pay for any registered swimmers by May 31<sup>st</sup>.
  - 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 1<sup>st</sup>. The Admin Secretary must have the following items from each coach:
  - Current CPR Certification
  - Current Safety Training for Coaches Certification
  - Background Check for coaches that will be 18&O.
  - Signed Abuse/Misconduct Policy Form. This must be completed every year.

6. **Other:** The rules clinic form, meet scheduling, and other items will be announced at a later date.