

2023 SAAA Checklist (3/5/24)

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 8th.
 - 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 signed and completed SAAA Waiver Form for each swimmer (or equivalent).Your team will hold on to the birth certificates. It's strongly suggested to have a document with emergency phone numbers, medical issues, allergies, etc., available all all meets, practices, invitationals, and Championships.

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 18th.
 - The swimmer's first name, last name, and birth date must match what's on the birth certificate, not their registration forms. Middle initials are preferred.
 - Remember that you are responsible for paying for any submitted registrations.
 - The final day to submit swimmer registrations is June 15th.

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: a check for all current swimmers must be received by the Admin Secretary no later than 6pm on Monday, April 22nd.
 - If you don't have swimmers in the water in April, you will pay for any registered swimmers by May 31st.
 - Payment for any remaining swimmers will be made with Championship entries.

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:
 - 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 by each coach every year.

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