

2025 SAAA Checklist (4/7/25)

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 14th.
 - It is preferred if the application is 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 swimmer's birth certificate.
 - A signed and completed SAAA Waiver Form for each swimmer.

Your team will hold on to the birth certificates and waiver forms. Your team should have a document with emergency phone numbers, medical issues, allergies, etc., available at all meets, practices, invitationals, and Championships.
3. **Register Swimmers:** Swimmers must be registered before they begin practicing with your team. 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. Use middle initials, not middle names.
 - Remember that you are responsible for paying for any submitted registrations.
 - The final day to register swimmers is June 14th.
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 28th.
 - 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 your Championship entries.
5. **Certify and Register your Coaching Staff:** The names of all of your coaches must be submitted to the Admin Secretary. Coaches must be certified before they begin coaching. The deadline to have everything to the Admin Secretary to get name badges is 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. **The Dual Meet Schedule Form** is due by May 1st. The form is on the SAAA website.
 - Dual meets may begin on May 8th. The last day for Dual meets is June 27th.
 7. **The Rules Agreement Form** must be signed by all head coaches and returned to the Admin Secretary by June 1st. This will be posted to the SAAA website when available.