

## **2021 SAAA To Do List (2/21/21)**

1. Submit the completed Team Application and a check for \$150 (made out to SAAA) to the Admin Secretary. It must be received by March 15<sup>th</sup>. If you won't know your pool status let Stan know by March 15<sup>th</sup>.
2. Hold your team registrations. 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.Your team will hold on to the birth certificates. A copy of the waiver form will go in your team binder and must be present at all practices, meets, invitationals, etc.
3. 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 15<sup>th</sup>.
  - a. Make sure all necessary information is provided and correct before submitting registrations.
  - b. Remember that you are responsible for paying for any submitted registrations.
  - c. The final day to submit swimmer registrations is June 20<sup>th</sup>.
4. Submit a payment for registered 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 April 30<sup>th</sup> by April 30<sup>th</sup>. 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 31<sup>st</sup>.
  - c. Payment for any remaining swimmers will be made by the end of the season. Details will be announced later.
5. Email the names of all of your coaches to the Admin Secretary. All coaches need to have current certifications and a background check. These must be received by June 1<sup>st</sup>.
6. The rules clinic form, meet scheduling, and other items will be announced at a later date.