

READ BEFORE REGISTERING FOR ICCA MEMBERSHIP AND/OR ICCA EVENTS

REGISTRATION DEADLINES

- **All participating event coaches** must be registered on the ICCA membership role by September 26.
- **Online Rules Meeting:** 2019-2020 completion certificate paper copy (Available **August 5 - August 29** only) – certificate must have your name and date meeting completed. This is required of ALL PARTICIPATING EVENT COACHES.
- **Concussion Training:** 2019 completion certificate paper copy (Link available NOW on the ICCA and IHSAA websites) – certificate must have your name and date meeting completed. This is required of all participating event coaches.
- **Online Registrations: Opens Saturday, August 10, and closes Thursday, September 26**
ALL required forms and fees SHOULD BE SENT BY THE HEAD COACH, NOT THE BUSINESS OFFICE – postmarked by U.S. Post Office **by Thursday, October 3**. If your school's business office is mailing these items, please paperclip everything together and communicate the need of enclosing all forms with the school check! A \$50 fee will be charged if everything is not mailed together!
- **Proof of Copyright Licensing for Music and Sound Effects:** Music Copyright Licensing Compliance Form and copies of paperwork for music purchased postmarked by **Monday, October 14**. Schools not complying with copyright laws and/or who do not send their paperwork may not be allowed to participate in the Championships.

The ICCA is not responsible for coaches who wait until the last minute to complete the rules meeting, concussion training, registration forms, or to request checks from the school business office. This is a coach issue and not an emergency situation for the ICCA to handle. **NO LATE REGISTRATIONS WILL BE ACCEPTED!** Schools should contact ICCA when there is a late hire.

PLAN AHEAD AND REQUEST CHECKS ON TIME FROM THE SCHOOL: Coaches, please **plan ahead** so checks for fees can be written and issued in a timely fashion. **Many schools must have fees approved at their monthly school board meeting before checks are issued.** Submit the fee information from the Online Registration to the business office for approval so no late fees are incurred. **The early August 10 opening for registration should allow schools to submit fees for payment by the October 3 mailing deadline. It is the HEAD COACH'S responsibility to send the correct fees, along with the required forms and paperwork, in ONE packet.** (Includes certificates of ALL participating coaches, Signature Verification Sheet, and Music Copyright form.)

ONLINE REGISTRATION for ALL EVENTS: Complete the online registration forms for each ICCA event that applies. Please double check for errors as the ICCA is NOT RESPONSIBLE for registration mistakes. It is easiest to register for all events at once. If you receive a red registration error message, please correct the errors before submitting as all information is needed. **ONE HEAD COACH ONLY** must register for ALL ICCA events in which their school wishes to participate. Different head coaches can be used for each event. All participating event coaches must be members of ICCA and fulfill requirements (Spirit Rules Meeting and Concussion Video training) with copies of certificates ready to send in the registration packet. Names will be printed as registered for the State Championships.

NOTE: Alternates fees for the State Championships are the same as other participants. **Only register alternates you wish to be in uniform and go through the warm up process.** These alternates must stay with the team until the performance. Numbers of participants and their names may be changed until the registration deadline. No participants may be added after the deadline unless added by ICCA for medical situation/alternate. Alternates may be substituted for another registered participant if submitted by program deadline.

REGISTER EARLY! A coach can make changes until midnight on Thursday, September 26. Please be aware that this might change the amount of fees owed. **Once fees have been received/mailed we ask that coaches do NOT make changes.** Please notify ICCA immediately if it becomes necessary to make any changes after September 26.

To register for ICCA membership and any ICCA event (All-State Tryouts, State Championships, and/or Honor Squad), complete the step-by-step information on the sheet entitled: FOLLOW THESE STEPS TO REGISTER FOR ICCA EVENTS.

Errors in registration will cost \$50 each. Double check all information and fees!