

# FOLLOW THESE STEPS TO REGISTER FOR ICCA EVENTS

**Failure to follow these steps will result in a \$50 penalty for each error and/or late entries.**

**Before logging on to complete event registrations, you must have the following information available:**

- School address (including county) and phone number
- All coaches' cell and work numbers, and email addresses
- Athletic director's and principal's names and phone numbers
- All coaches participating in ICCA events are registered for ICCA membership
- Dates head and assistant coaches completed the online rules meeting (required for all coaches)
- Dates head and assistant coaches completed the online concussion video training (required for all coaches)
- Names of all cheerleaders participating in the State Championships, All-State tryouts, and Honor Squad
- State Championship divisions your school is entering
- Date trying out for All-State (Saturday, Sunday, or no preference)
- READ the information about each event for knowledge and accuracy

**Follow all steps to correctly register for Membership and/or ICCA Events (deadline September 28):**

1. Log on to: [www.iowacheercoaches.org](http://www.iowacheercoaches.org) – click on Registration for ICCA Events and complete **ALL** blanks.
2. Membership – Select your school name from the drop down list.
  - If you ARE NOT an ICCA member, you must first fill out the online membership information. Your membership fee will be added to the total registration fees. Add **ALL** coaches in your school for membership.
  - If you ARE an ICCA member, click on your school name and proceed with the registration process.
3. **ONE HEAD COACH** fills out your **School Information**, checks the ICCA events in which your cheerleaders will be participating, and **completes information for each event** your school is entering.
4. Check that all information on the School Information and Registration Summary sheet is accurate and correctly capitalized (names, cities, etc.), and then run off the paper copy (invoice) to mail in with fees.
5. Run off a paper copy of the Signature Verification Sheet and obtain the required signatures to mail in.
6. Non-refundable fees MUST match the amount on the School Information and Registration Summary sheet.
7. DO NOT register for Honor Squad at this time. Further information will be available soon.

**ONLY mail the following paper copies (listed below) and the ICCA registration fees (in ONE school check) placed together in ONE envelope. 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!**

- School Information and Registration Summary and Invoice (actual paper copy from online registration – original copy cannot be altered) – Total amount on online registration must match the amount on the check.
- Signature Verification Sheet (with all signatures – no stamped signatures will be accepted)
- Online rules meeting completion certificate (include paper copies with coach's and asst. coaches' names and completion date. This is required for each coach to participate in an event.)
- Concussion Training completion certificate (paper copy with coach's name and completion date. This is required for each coach to participate in an event.)
- Include the rules meeting certificates and the concussion training certificates for assistant &/or volunteer coaches (paper copies. This is required for each coach to participate in an event).
- Music Copyright Licensing Compliance Form & copies of paperwork for purchased music.

**PAYMENT OPTIONS: (One check payable to ICCA or credit card)**

1. **School Check:** ICCA prefers one check from the school for membership and registrations.
2. **NEW this YEAR:** We will be taking **credit cards** for payment during the online registration. Coaches still need to send in a copy of the online registration if paying by credit card. A small service fee will be added if using a credit card.
3. **NO PURCHASE ORDERS WILL BE ACCEPTED**

**MAIL ONLY REQUIRED FORMS AND FEES POSTMARKED BY**

**THURSDAY, OCTOBER 1st TO:**

**ICCA/Kristen Morlan**

**2180 Beryl Street**

**Marion, IA 52302**

**AFTER REGISTRATION:**

**1. RUN OFF MUSIC COMPLIANCE LICENSING FORM.** Music Copyright Licensing Compliance Form and copies of paperwork for music purchased **MUST** be received by **October 1st**. If forms are not received, teams may not participate. This form should be mailed with all other registration materials.

**2. RUN OFF MEDICAL FORMS.** Each cheerleader's parent/guardian must fill out a medical form and return it to the coach. Coaches **MUST** bring a completed Medical Release Form for each cheerleader to **EVERY ICCA practice and/or event**. Cheerleaders may not participate if coaches do not have completed forms. **DO NOT mail these forms.**