

# READ BEFORE REGISTERING FOR ICCA MEMBERSHIP AND/OR ICCA EVENTS

## REGISTRATION DEADLINES

- **All participating event coaches** must be registered on the ICCA membership roll by September 28.
- **Online Rules Meeting:** 2020-2021 completion certificate paper copy (Available **August 3 - August 27** only) – certificate must have your name and date meeting completed. This is required of ALL PARTICIPATING EVENT COACHES.
- **Concussion Training:** 2020 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: Closes Monday, September 28.**  
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 1**. 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 **October 1st**. Schools not complying with copyright laws and/or who do not send their paperwork may not be allowed to participate in the Championships.

**A school will not be allowed to participate in an ICCA event until all paperwork and fees are received by ICCA.**

**NO LATE REGISTRATIONS WILL BE ACCEPTED!** Schools should contact ICCA when there is a late hire. We encourage you to use the credit card option for registration.

## 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.**

*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.

**GET YOUR REGISTRATION COMPLETED!** A coach can make changes until midnight on Monday, September 28. Please notify ICCA immediately if it becomes necessary to make any changes after September 28.

**To register for ICCA membership and any ICCA event (All-State Tryouts and State Championships), 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!