

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 24 at 5:00 pm** through the online registration platform.
- **Online Rules Meeting:** 2021-2022 completion certificate (Available **August 2 - August 31** only) – certificate must have your name and date meeting completed. This is required of ALL PARTICIPATING EVENT COACHES.
- **Concussion Training:** 2021 completion certificate (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 on September 24, 2021, at 5:00 pm.**
ALL required forms must be submitted online by October 1, 2021 at 5:00 pm. Fees that are mailed must be postmarked by October 1, 2021 or will be subject to late fees outlined below.
- **Proof of Copyright Licensing for Music and Sound Effects:** Music Copyright Licensing Compliance Form and copies of paperwork for music purchased must be submitted online by **October 1 at 5:00 pm**. Schools not complying with copyright laws and/or who do not submit 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!** Online registration will close at 5:00 pm on September 24, 2021. 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 opening for registration should allow schools to submit fees for payment by the October 1 mailing deadline. It is the HEAD COACH'S responsibility to send the correct fees, as well as submit all required paperwork by the deadline.**

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. **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 submitted online. 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.
EXCEPTION: VIRTUAL ALTERNATES DO NOT PAY FEES.

REGISTER EARLY! A coach can register until **5:00 pm on Friday, September 24**. Please notify ICCA immediately if it becomes necessary to make any changes after September 24.

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!

**** Penalties for Late Fees begin October 2, 2021.**

- Postmarked October 2-16 -- Add \$50
- Postmarked October 17-23 -- Add \$100
- Postmarked October 24-November 1 -- Add \$200
- After November 1 -- No participation