

Coaches have the option to upload their ICCA Event paperwork (Rules Meeting Certificates, Concussion Training Certificates, Music Copyright Information, and Verification Forms) when completing the registration process. It does NOT have to be done at that time, however.

If you choose to upload paperwork later, here's how you can complete that task:

- Use the FORMS tab once you log in to your Ryzer account.
(<https://iowacheercoaches.ryzerevents.com/forms.cfm>)
- You will need your Registration ID from your Online Receipt.
- This same information can be found on your Online Receipt.

If you have ASSISTANT COACHES that will be attending ICCA events with the HEAD COACH, you will need to turn in copies of their current Rules Meeting and Concussion Training certificates in order for them to participate. In order to do this:

OPTION 1: Turn in all certificates as a single document.

For example: The Head Coach's and Assistant Coach's Rules Meeting certificates are copied and pasted to a single document. That single document is then uploaded to the Online Rules Meeting Certificates link on Ryzer. (The same process would be used for the Concussion Training certificates.)

OPTION 2: EMAIL Kenna the name/names of the Assistant Coach(es) who will be attending and attach their certificates to the email. (kennajohnson47@gmail.com)

NOTE: Make sure you include ALL of the necessary paperwork. Errors or omissions in uploading the paperwork after September 27, 2025, WILL result in a \$50 late fee.

MUSIC COPYRIGHT PAPERWORK: The MUSIC COPYRIGHT LICENSING COMPLIANCE FORM will NOT be required.

- Music paperwork MUST show the following:
 - The music was purchased on a school account and paid for by the school. This ultimately makes the music "school property," not belonging to the individual coach.
 - The name of the Music Vendor
 - The date of purchase

Game Time Spirit music needs to show the title of the School Fight Song. Coaches must also be aware if the Fight Song is PUBLIC DOMAIN. (Public Domain means the song is 75 years or older.)

- If the Fight Song is within the Public Domain, you may submit paperwork from past years as long as it is the same version that has been used in previous years.
- If the Fight Song is being played by the school band, your paperwork must include a letter on School Letterhead and signed by the BAND INSTRUCTOR. The band instructor needs to grant the cheerleaders the right to use the music for performances for the 2025-2026 school year. This letter must be dated as well.

COPIES of the MUSIC COPYRIGHT LICENSING PAPERWORK/FORMS/RECEIPTS from the vendor(s) must be UPLOADED by October 1, 2025. This includes receipts for purchased copies of your School Fight Song. Errors or missed deadlines will result in a \$50 late fee.

QUESTIONS??? Email Kenna at kennajohnson47@gmail.com