



## REGISTRATION INFORMATION OUTLINE

The following steps will assist you in registering your team with the U.S. Collegiate Ski & Snowboard Assn.

### FORMS AND DEADLINES:

<u>Forms</u>	<u>Due Date</u>
Team Dues (Invoice) and Membership Form	Promptly
Individual Competitor National Registration Form	Tuesday, November 23
Ski Team Eligibility Form	Tuesday, November 23
Snowboard Team Eligibility Form	Tuesday, November 23
Special Enrollment Form	Tuesday, November 23
Highlights of Eligibility Rules & Form 'US-101'	For College Registrar

- \* Past the November (Tuesday before Thanksgiving) deadline, you will automatically be issued a Restricted License. Restricted License means you are eligible to compete **only** in Conference races. Competing in Regionals and Nationals is prohibited. You may file for an extension of this deadline by submitting a request to the National Office for review. This must be submitted prior the deadline date.

#### I. **TEAMS DUES (Invoice) and MEMBERSHIP FORM:**

Fill this form out completely and accurately. Submit the form to the proper account disbursement authority at your school. Return to the USCSA National Office as soon as possible, with your payment included. ***Make a copy for your records.***

#### II. **INDIVIDUAL COMPETITOR NATIONAL REGISTRATION FORM:**

Each athlete on your team must complete this form. Send the original copy to the National Office and make a copy for your team records. *Your copy can be very useful in case of emergencies and keeping records of your team members.* The USCSA National Office must receive these forms prior to the Tuesday, November 23.

#### III. **SKI TEAM ELIGIBILITY FORM (Alpine and Cross Country):**

You will need a separate form for each discipline and each gender. Example: men's cross-country and women's alpine, you need two forms. Forms that are not completed correctly and legible *will be returned*. Send the original copy to the National Office and make a copy for your team records. (It is a good idea to carry this form with you to races, should there be any problems with a team member.) The USCSA National Office must receive this form/s prior the Tuesday, November 23.

##### *Simple Steps To Completing The Eligibility Form:*

- 1) Read Form 'US-101' and read the Highlights of Eligibility Rules sheet.
- 2) Fill in the College name and address, year of ski season, discipline and license.
- 3) Use one form for each discipline and gender.
- 4) Column #1, fill in each athletes name in alphabetical order, including their I.D.#.
- 5) Fill in columns #3 through #10. (Columns #11 - #15 are filled in by school officials.)
- 6) Column #2, student signature of each athlete.
- 7) a) Deliver to the Registrar or Certifying Official. b) Include Form 'US-101' and the Highlights of Eligibility Rules sheet. c) They must fill in columns #11 through #15 **and certify the other columns**. d) They must also use a college stamp or seal and complete the bottom of the form.
- 8) Include Special Enrollment Form for the Registrar or Certifying Official, if needed.
- 9) Have the form returned to you (the coach or team officer). Sign and date the form at the bottom and return the USCSA National Office. Make copy for your team records so that you know which of your athletes are eligible.

#### IV. **SNOWBOARD TEAM ELIGIBILITY FORM:**

The Registrar or Certifying Official must sign this form. See detailed instructions on the Snowboard Team Eligibility Form. The USCSA National Office must receive this form/s prior to the Tuesday, November 23. Make a copy for your team records.