

REGISTRATION 101

The next few sheets are meant to walk you through the registration process for the USCSA. First the process for Team Captains and Coaches who must register their Schools with the USCSA as Teams, then the steps for each athlete on a team are illustrated for individual competitors. Coaches and Captains should familiarize themselves with each process to register their teams and field athletes' questions.

The Basics: All registration for the USCSA is done online through www.uscsa.com; just follow the links to Team Registration. Some help files and a forum are available to aid Coaches and Captains as well as athletes through the process. If you find yourself seriously confused, the contact page has all the contact info for the USCSA, and you can contact your league officers at their emails or phone numbers as listed on www.sccsc.com.

The process involves many steps, including school registration, team registration, individual registration, team eligibility verification, and payment. It is advised to read this whole procedure before starting any registration so that the process can be thought out and simplified as much as possible for a particular team. There are many ways to do this from one person contacting everyone for small teams, registration meetings for large teams, and every possible combination of various methods. The important thing is to get everything done for all team members by the deadlines (November 24th, *received* at the USCSA National Office).

USCSA REGISTRATION

Step 1: School Registration

To register your school with the USCSA you'll need a valid email address and some information about your school. Figure 1 shows a screen shot of the first page you see. Fill it out as completely as you can.

Be sure to include the accurate unit / credit count for full time student status at your school. This will be important for your team member's eligibility throughout the season.

Here are a few things to consider when selecting a Contact Email and Password. This will be the team login and password for the season. If multiple captains will have access to the USCSA school/team admin sites, don't use a personal password. Choose something the all the captains necessary agree to and can easily remember. Captains will have to log in after athletes complete individual forms to print team eligibility forms to confirm eligibility for competition with school Registrars.

Although only the fields marked with * are required, please try to fill out as much of the form as possible. This helps the USCSA maintain relations with schools and promote Skiing and Snowboarding throughout the country.

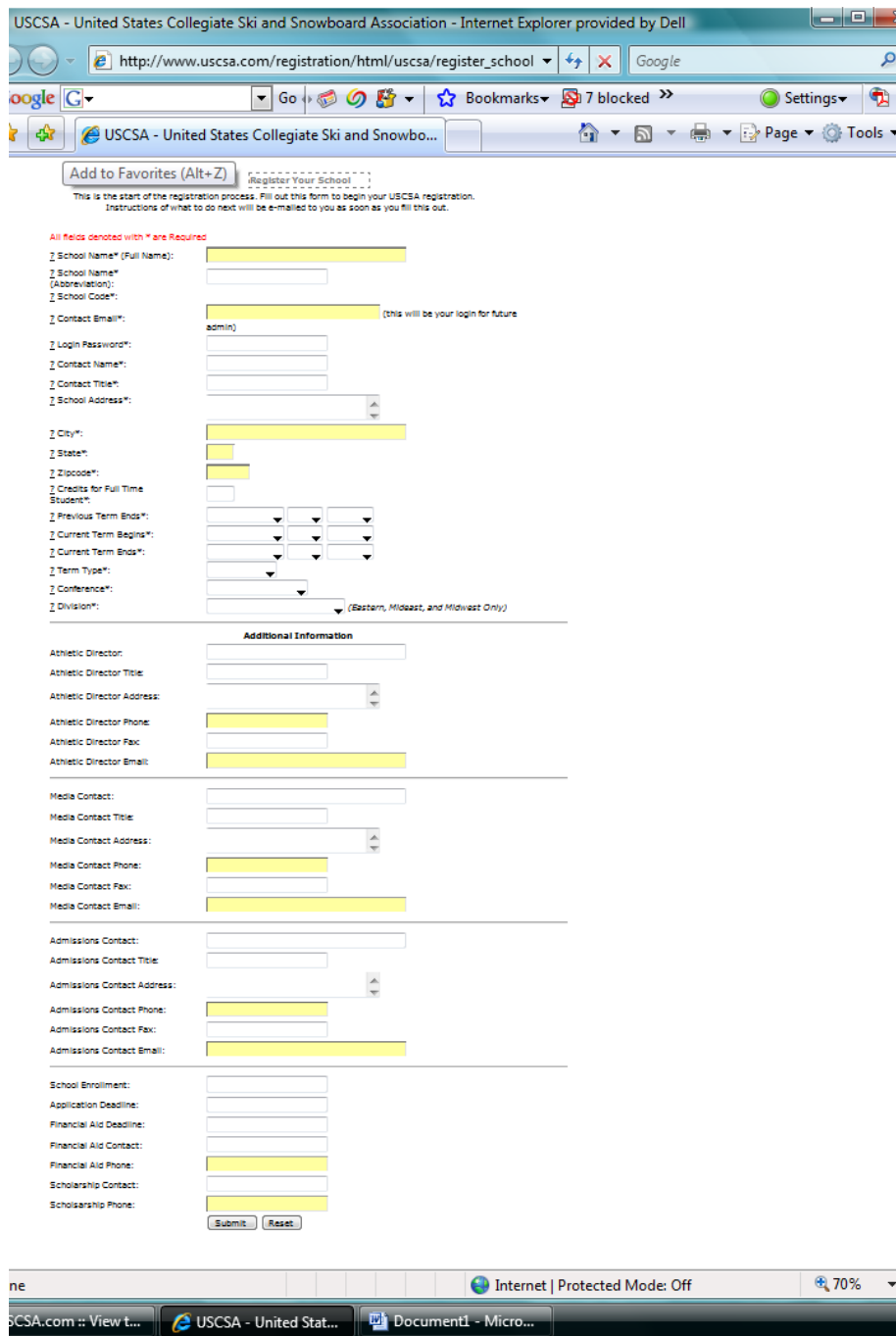


Figure 1. School Registration Page.

Once you have filled out the form to the best of your ability, click submit. A confirmation email will be sent to the Contact Email specified on the form. A link in the email will take you to the next step.

Step 2: School Registration Confirmation

Check your contact email for a note from the USCSA. There will a few links and other valuable information in the email.

Click the first long link to confirm your School Registration. This takes you to a simple page which indicates your school is confirmed and has an “Add Team” Link. You now need to add teams for your school. This step will be outlined in Step 3.

Once confirmed, your school has a valid log-in to the USCSA webpage. Go to www.USCSA.com and find the Member Log-In area. Input your Contact Email (username) and Password and click LOG IN. This is your team administration page. From this page you can see your initial information given during school registration and can change it if necessary. You can add teams and manage those already added. We’ll go into this later.

Step 3: Adding Teams

You need to add teams for each type of competition in which your school participates. For SCCSC Teams that means registering 6 teams in all:

M Alpine Skiing	M Snowboarding	M Freestyle
M Freestyle Skiing	W Snowboarding	W Freestyle

You must register Men’s and Women’s teams separately.

If you close this page or want individual team captains to continue the set up of teams, you can return to Add Teams using the second link in the email.

Figure 2 shows the Team Registration page. Remember, you must fill this out 6 times to fully register your school’s ski and snowboard team with the USCSA.

Figure 2. Team Registration Page

Once you have completed this team registration step and hit submit (6 times) you will receive confirmation emails, each with a link for your athletes to complete individual registration forms.

HELPFUL HINT: From a logistical standpoint, this is where having one person perform the school and team registration pays off. Each registered team gets its own athlete registration link. It is easiest to gather all 6 links next to the team they belong to and email them out together to the entire membership at once (also post to team websites if possible for members only). This has been found to be easier than having ski captains only do ski links and snowboarders the same. An example is below:

Hey team, click on the link for your sport and sign up with the uscsa!
 Men's Alpine Skiing: specific link
 Women's Alpine Skiing: specific link
 And so on for the remaining teams.

Once these links are distributed, the registration process is in the hands of the team membership to complete individual competitor registration forms (by filling out the forms found by clicking through the links discussed in above!)

If you lose the email or link for any reason, it can be found on your School Admin site (See Step 2). All info for each team under a school is kept on that site. It will be important later for Team Eligibility Verification (Step 5).

Step 4: Individual Competitor Registration

Make sure that your team members are filling out their individual competitor forms in a timely manner. **Team registration, and therefore individual registration, is due to the USCSA on November 20, 2008, no exceptions.** These registration forms need to go through your school registrar's office for eligibility check, (see Step 5) which takes time, allow at least a week.

The individual registration form is similar to the School Registration Format, however, every question must be answered, see Figure 3. It is crucial that your team members fill this form out accurately (including health insurance policy information). Eligibility requirements will be checked by the registrar for verification of units / credits and duration of enrollment.

USCSA - United States Collegiate Ski and Snowboard Association - Internet Explorer provided by Dell

http://www.uscsa.com/registration/html/uscsa/r.php?st=66&c=96022a463814d7f4d594d2b122367

Google

USCSA - United States Collegiate Ski and Snowbo...

Individual Registration

This form is to be filled out by every racer on this team. Once it is complete, submit it and you will be provided with an e-mail which will tell you what to do next to finish the registration process. *NOTE: *All fields in this form are REQUIRED.

This form is for **SCCSC Freestyle - Male**. If this is the incorrect Discipline or Sex for you, please contact your team administrator and do not complete this form!

Last Name:

First Name:

Student ID:

School Name:

Email Address:

An email will be sent to you, to confirm this registration.
Please make sure this is YOUR valid email address.

Phone:

Sex:

Information While At School

Street Address:

City:

State:

Zipcode:

Permanent Contact Information

Street Address:

City:

State:

Zipcode:

Year In School:

Competitor Type:

Age:

Emergency Contact Name: (Parent or Guardian)

Emergency Phone:

Covered For Health Insurance? Yes No

Insurance Carrier:

Insurance Carrier Phone:

Birthdate:

Date of Last Physical Exam:

High School Graduation Date:

Initial College Enrollment:

Full Time Semesters/Quarters: (Including present term)

Credit Hours Present Term:

Credit Hours Previous 2 Terms:

Cumulative Credit Hours:

Length of Program:

Number of Seasons Competing: (Number of seasons competing in USCSA, including present. Example, if Freshman, then 1 Season)

High School GPA (if Freshman):

USBA/USASA Number: If you are a member of these organizations, please enter your ID number.

Other Disciplines: Alpine Cross-Country Snowboard If you are going to compete in additional disciplines.

Transfer Student:

Done

Figure 3. Individual Competitor Registration Form

If a team member wants to participate in multiple events, they can indicate that on their primary sports registration form, but should register only once under their primary sport. The option is at the bottom under “Other Disciplines” and is new for the 2008-2009 season. We’ll go over this further under individual registration for your athletes.

Once your athletes complete this form, they’ll print it out, sign it, and deliver it to the team captains. Captains will need to make 2 additional copies of this form, 1 for team records, 1 for the SCCSC, and mail the **original** to the USCSA when the registration packet is complete.

HELPFUL HINT: Because the registration process has many steps, requires team members signatures on individual and team forms, it may be beneficial for your team to set up a registration meeting. Bring Laptop Computers and Portable Printers (or use on campus computer labs with print capability) and have each team member fill out the individual competitor forms at one time, print and sign and deliver to team captain. Once this process is complete, print the Team Eligibility form **which every member must sign** and you are ready to go to the campus registrar. Otherwise, getting everyone's forms is tough, and getting them all to sign one form once they've all individually registered is even tougher! Ask an SCCSC Staff member if you'd like help setting something like this up!

Step 5: Team Eligibility Verification

Once every team member has completed individual forms, their names are added to a team eligibility form for the Coach or Captain to print and deliver to the school registrar. This form can be found on the School's Admin page, accessed using the initial Contact Email and Password from School Registration (See Step 2).

The page you now see is as shown in Figure 4.

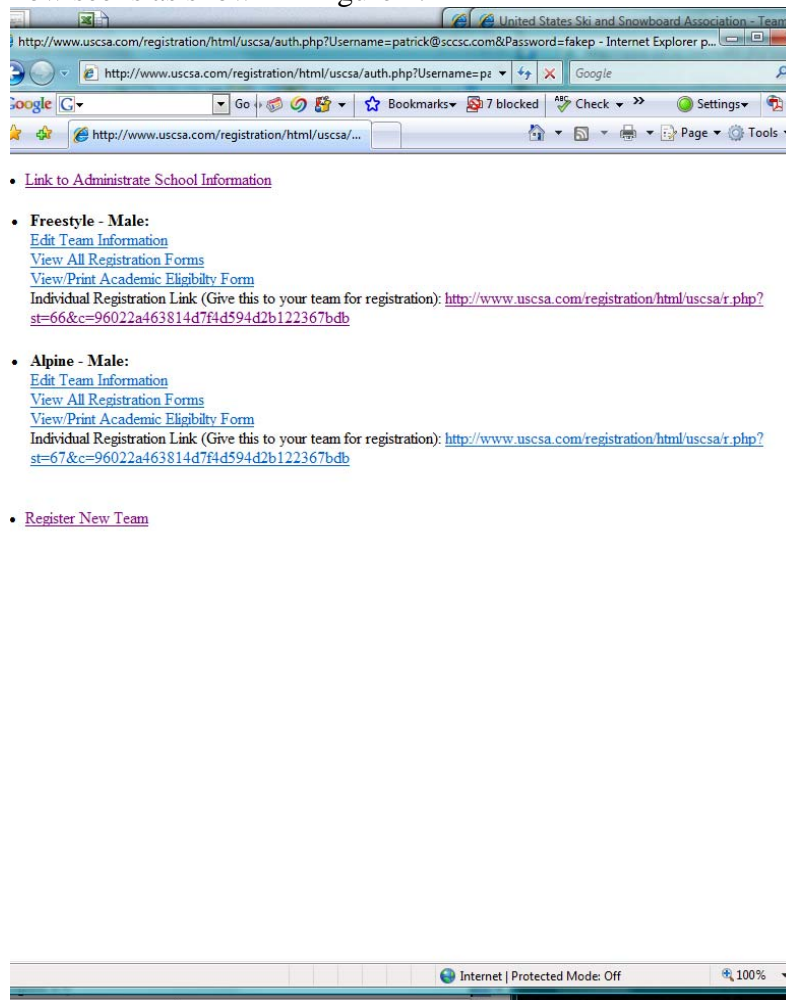


Figure 4. Team Admin Site with 2 Teams Registered.

To complete the team Academic Eligibility check portion of registration, you'll need to click the link for "View/Print Academic Eligibility Form" for each team. These will list each member of that team, based on individual's signing up and selecting secondary sports, in alphabetical order. The form looks like the example form in Figure 5. Academic Eligibility Form., only with many more names on it! **Make sure to print these forms in Landscape format!**

Ski Season: 2008 - 2009 Skiing Discipline: **Alpine Male.** (Separate form for each team and gender.)
Make sure to Print in LANDSCAPE Format

License Type: _____ Regular or _____ Restricted.
 Name of College: **SCCSC**
 Address: **5494 Oakleaf Point**
 City: **San Diego**
 State: **CA**
 Zip Code: **92124**

Eligible	Indiv Forms Received	Name and Student I.D. #	Signature	Birthdate	Last Physical Exam	Health Ins. Coverage	High School Graduation	Initial College Enrollment	Number Seasons Competing	Current Credits	High School GPA	Transfer Student	Credit Hours Prev 2 Periods	Total Credit Hours	Length Of Program
Yes No <input type="radio"/> <input type="radio"/>	<input type="checkbox"/>	Wilcox, Patrick A03481683		03-15-1982	08-01-2007	Yes	06-06-2000	09-21-2000	4	16			32	192	4

CERTIFICATION STATEMENT BY COLLEGE OFFICIAL (Instructions for completing this form - see form 'US-101')
 I hereby certify that the above-named students are enrolled full-time (minimum 12 credits, semester or quarter system) and meet this institution's requirements for satisfactory progress in a degree-seeking program during the _____ term, .

School is on the: **Quarter** system.
 Ending date of previous term **09-01-2008**.
 Beginning date of current term **09-10-2008**.
 Ending date of current term **12-19-2008**.

Number of credits which establishes full-time status: **12**

Figure 5. Academic Eligibility Form.

Note that each team member must sign this form by their respective names before submitting to the registrar!

When submitting to the registrar, attach a copy of the notes the USCSA has for registrars particular to USCSA Eligibility. They can be found on the USCSA website, or by clicking [HERE](#).

Registrar's take about a week to process these forms. Be sure to get them submitted early! Remember the deadline is November 20, 2008.

Once the form is returned from the registrar with eligibility markings, make copies! Make 1 copy for team records and 1 for the SCCSC. The original must be sent to the USCSA.

Special Cases: Transfer students, part time students, and students who have taken a break between high school and college must fill out a special eligibility form. This form and the instructions are located on the USCSA website on the team registration page. The form can be found [HERE \(FORM\)](#) and the Instructions [HERE \(INSTRUCTIONS\)](#). This form must be filled out and sent to the registrar for verification of units, GPA, and full-

time student status. If any special conditions apply, the appropriate forms as outlined in the instructions must be attached (i.e. military discharge papers, GED test results, etc.).

Typically in the SCCSC we have a few transfer students, but no other special cases. Make sure that transfers make it on to this form and that it gets sent to the registrar as with the Academic Eligibility form above.

Step 6: Membership Dues

Now that you've registered your school and multiple teams, now Membership Dues must be paid per team to the USCSA. The Membership Dues form is located on the USCSA site as well, and by clicking [HERE \(DUES FORM\)](#). Note that these payments are also due by November 20th or there are late penalties. This is where the SCCSC helps its teams out! The Dues are \$250 for one team, and \$125 for each additional team. See Figure 6 for the dues structure and late fee deadlines.

ALL SCCSC TEAMS have their membership dues paid by the SCCSC before November 20th to avoid penalties. **Teams then pay the SCCSC back when registering with the SCCSC.** This means that **NO FUNDS ARE TO BE SENT DIRECTLY TO THE USCSA OFFICE** by SCCSC Teams. All membership dues are to be made out to the SCCSC and sent along with SCCSC membership dues (See SCCSC, Step 4).

Responsibility of SCCSC Teams: SCCSC Teams are responsible for filling out this form and sending it to the USCSA by the deadline with the remaining registration packet, (See Step 7). Make a copy for team records and a copy for the SCCSC. Schools must notify the SCCSC of how many teams they will be registering so the SCCSC sends the appropriate funding to the USCSA by the deadline (in most cases this will be 6 teams, worth \$875). Schools should notify the SCCSC of the number of teams by November 1 to avoid late fees and although the SCCSC is trying to help, the SCCSC will not be responsible for late fees if a school does not publish the number of teams to be registered in a timely manner.

Note to New Schools: No late fees are ever applied to schools in their first year of competition. Join at any time and pay only the initial registration fees. The USCSA is about fostering Collegiate Competition, not collecting late fees!



2008-2009 MEMBERSHIP FORM

INVOICE Make A Copy For Your Records

Please complete 'Membership Form' accurately. Send the completed form, with payment, to: USCSA National Office, PO Box 180/ 320 Stage Road, Cummington MA 01026 / Voice: (413) 634-0110 Fax: (413) 634-5046

MEMBERSHIP DUES: Institution & Team Membership: \$ 250.00 for one team. Each additional team is \$125.00 * If your institution does not field a team and you are competing as an individual only, please contact the USCSA National Office.

Late fees for membership dues - (Late fees do not apply for new institutions)

After Nov 21st: \$50 After Jan 1st: \$200 After Dec 15th: \$150 After Feb 1st: \$400

DUES WORKSHEET: Use the following to calculate your annual membership dues:

Table with columns: Membership Fee, Please Circle Discipline/s!, and various team options (One Team to Eight Teams) with associated fees and disciplines (M-ALP, W-ALP, M-XC, W-XC, M-SB, W-SB, M-FS, W-FS).

** Team example: Men's alpine is one team; Men's & Women's alpine is two teams; Men's & Women's alpine, cross-country and snowboard is six teams.

Name of School _____ The College Website _____

USCSA Conference (please circle): N. California S. California Eastern Allegheny Rocky Mountain Grand Teton Northwest Mideast Southeast New Jersey Midwest

For the Eastern, Mideast and Midwest Conferences, please circle your Division:

Eastern: MacConnell - Thompson - McBrien - Reynolds Mideast: Adirondack Empire Midwest: Chicago Lake Superior Michigan Ohio

ALPINE PROGRAM

Club _____ Varsity _____ Affiliation: NCAA _____ I II III NAIA _____ NJCAA _____ Other _____

Men _____ Women _____ Training Area _____ Team Website _____

Team Contact _____ Title _____

Address _____

Figure 6. USCSA Membership Dues Form. Make sure to download the current season form from www.uscsa.com

Step 7: Completing USCSA Registration

Now that the appropriate forms are in hand, signed by the necessary parties its time to mail everything off. A completed packet includes:

1. Team Membership Dues form identifying school and how many teams are to be registered with the USCSA. **No Money should be sent as the fees are already paid by the SCCSC.**
2. Team Academic Eligibility Forms, signed and embossed by the registrar per each team registered with the USCSA.
3. Team Special Enrollment Forms, signed and embossed by the registrar per each team registered with the USCSA, if necessary.
4. Individual Competitor Forms signed by each team member and a Captain or Coach as a witness of each team member's accurate completion of the form. These should be in alphabetical order by team (i.e. 6 alphabetized stacks for the 6 teams).

This packet needs to be received by the USCSA by November 20th, 2008. The dues will increase per the deadlines posted on the USCSA webpage under team registration, teams will be responsible for payment of late fees incurred as described under Step 6.

Make copies of this registration package for team records and for submission to the SCCSC.

Your school is now completely registered with the USCSA. The hard stuff is done, now for SCCSC Registration.

Racers who may be ineligible for competition will be identified by the USCSA and the SCCSC will be notified. Please work with your team and the SCCSC staff to determine the cause of any ineligible racers on your team and resolve the situation with the USCSA. If no solution is found, the racer cannot compete for USCSA, SCCSC Team, or SCCSC Individual points toward the season, but will most likely be able to participate in the events, discuss this on a situation by situation basis with the SCCSC staff.

SCCSC REGISTRATION

The Basics: SCCSC registration is easy! The team registration deadline is December 1, 2008 (received by the SCCSC, not postmarked!). The registration process is *not* online for the SCCSC and requires only two additional forms beyond those required by the USCSA. Membership dues are required for the SCCSC as well, which are \$110 per racer for the 2008-2009 season if received by the SCCSC on or before December 1st.

Step 1: Team Registration

The SCCSC requires an EXCEL spreadsheet (.xls or .csv), as described in the SCCSC Team Manual, including the following information in the order specified:

- a. Racer's First Name
- b. Racer's Last Name
- c. Year in School (Fr., So., Jr., Sr., 5th)
- d. Sex (Male or Female)
- e. Sport (Ski, Board, Both)
- f. Email Address
- g. Emergency Contact Name
- h. Emergency Phone Number
- i. School / University Mailing Address
- j. Permanent Mailing Address
- k. T-Shirt Size (S,M,L,XL)
- l. Hat Size (S,M,L)

Each above should be placed in a separate column of the sheet. Note that the Sport should be the primary sport of each athlete. If an athlete wants to participate in multiple sports, indicate that in a comment column which could be column h.

The SCCSC also requests a **copy** of all the team registration materials sent to the USCSA.

Step 2: Individual Registration

Individual registration for the SCCSC is a synch! Each racer must fill out 3 and sign 2 additional forms beyond the one Individual Competitor form completed for the USCSA. These forms are:

-SCCSC Liability Waiver

-SCCSC Racer General Information Quick Sheet

-Mammoth Mountain Ski Area Race Department Liability Waiver

These forms can be found in the team manual and online at www.sccsc.com and clicking the Rules & Forms Tab. These single sheet forms request limited information, including health insurance, and must be filled out accurately, signed and returned to the SCCSC (mail the originals). Be sure to make a copy for team records.

Step 3: Race Slots

Each team must purchase race slots from the SCCSC for racers to participate in each event. Two varieties of slots are available for teams to purchase, season slots and per-race slots. A delicate balance between the two exists to save teams money.

Teams should estimate, using past team performance as a guide, how many season slots to purchase for a year. It is most cost effective to purchase season slots for the number of racers who will turn up to races on average. Large weekends will require additional slots on a per-race slot basis, and few races will not see adequate racers to fill season slots. This is ideal, as it means the team has spent the least in per-race slots.

Speak with an SCCSC staff member about how to choose the number of season slots to buy if you are unsure. Season slot fees have a payment structure as follows:

Paid on or before December 1, 2008	\$135.00
Paid after December 1, 2008	\$150.00
Paid after January 1, 2009	\$165.00

Per-Race slots are always \$30 per use and will be billed after each Race to each team.


Step 4: Membership Dues

See the Team Manual for a quick reference on the Dues and Reimbursements to be paid to the SCCSC.

Figure 7 shows an example of the SCCSC Payment form which must be included in each teams SCCSC registration packet / team manual and with all payments to the SCCSC throughout the season. **All payments must be accompanied by a payment form.** Please be sure to use the payment form from the current year, check pricing against the team manual to be sure you have the right one.

PAYMENT FORM
CHECK PAYABLE TO: SCCSC

Your Name: _____
Team: _____
Date: _____



Race: SL / GS / FS 1 2 3 4 5 6

	QUANTITY	X	AMOUNT	SUBTOTAL
USCSA Registration:				
Institution	1	X	\$125	\$
Discipline*		X	\$125	\$
Racer Registration:			(\$110/125/140)	
		X	\$	\$
Season Race Slot:			(\$140/150/160)	
		X	\$	\$
Individual Per-Race Slot:			(\$30)	
		X	\$	\$
Guest Racer:			(\$30)	
		X	\$	\$
Fines:		X	\$	\$
Replacement Bib:		X	(\$25)	
Other: _____		X	(\$)	
TOTAL:				\$

*Each male and female alpine ski, freestyle ski and snowboard team is a different discipline.
(Ex: If you have male and female alpine skiers, male and female freestyle skiers and male and female snowboarders, then you would have 6 disciplines.)

Form of Payment: CASH CHECK(# _____)
PLEASE SEND TO :

SCCSC
C/O: Patrick Wilcox
5494 Oakleaf Pt.
San Diego, CA 92124
Federal Tax ID # 91-2168500

Figure 7. SCCSC Payment Form. Make sure to use the current form from the Team Manual.

Teams must reimburse the SCCSC for the USCSA dues paid in advance by the SCCSC on each team's behalf. The USCSA dues were shown in Figure 6, most SCCSC School's, will pay \$875 for 6 teams. Include this with payment with SCCSC registration fees.

The SCCSC charges membership dues to pay for the cost of competitions as the USCSA does. The dues for the 2009-2010 Season are \$105 per racer if paid by December 1st, 2009. The dues structure is given below:

Paid on or before December 1, 2009	\$105.00
Paid after December 1, 2009	\$125.00
Paid after January 1, 2010	\$150.00

All checks should be made out to the SCCSC.

A portion of the dues is a deposit for the Race Bib issued to each racer on each team. Once the bib is returned, the SCCSC credits each team with the bib deposit. This deposit will be distributed at the end of the season and should not be included in team budgeting for this season.

Step 4: Completing SCCSC Registration

Once all your team members have completed USCSA registration and the SCCSC forms signed and team dues collected (if applicable), its time to mail the SCCSC a registration package.

The package should include, in this order:

-1 SCCSC Payment Form (original if paying with personal check, copy if original is submitted for school funding) showing the racer count and slot fees purchased for the season (expected payment date if school is paying) and check if possible.

-1 printed copy of the Excel File, emailed to Patrick Wilcox at Patrick@SCCSC.com.

-Separate Bundles of Individual Registration by Team:

-1 copy of USCSA Team Eligibility Form

-1 copy of USCSA Special Enrollment Form (if necessary)

-1 copy of USCSA Individual Competitor Form

-1 original of the SCCSC Liability Waiver

-1 original of the Mammoth Mountain Ski Area Race Department Liability

Waiver

-1 original or copy of the SCCSC Racer General Information Quick Sheet

IMPORTANT NOTE: The individual forms need to be packaged together per racer in alphabetical order. 4 sheets per racer should be stapled together with the USCSA form on top, SCCSC second, and Mammoth last.

****The SCCSC Liability Waiver and MMRD Liability Waiver may be printed on the front and back of the same sheet of paper to conserve natural resources.**

Mail all registration materials to:

**SCCSC
C/O: Patrick Wilcox
6969 Schilling Avenue
San Diego, CA 92126**

QUESTIONS

The USCSA has a forum set up for registration questions. People can post questions and the USCSA will respond. If you have questions that seem simple but can't find an answer, consult the forum! Chances are—you are not the only one who has that question.

If you cannot find the answers to your questions in this registration guide or on the forum, contact Patrick Wilcox of the SCCSC at patrick@sccsc.com or 858.337.8253.