

# READ THIS FIRST!

## Registrar's Responsibilities and Instructions

- **Responsibilities:** USA Water Ski's Membership Department considers the Registrar to be the most important person at a USA Water Ski-sanctioned event. Headquarters is completely dependent upon the accuracy and legibility of skiers' and officials' names, addresses, phone numbers and, most importantly, USA Water Ski membership numbers. **Without legible information**, USA Water Ski cannot process the membership. If information is not correct in Headquarters' centralized membership database, skiers and officials run the risk of not receiving credit for performances or work completed. AWSA's Seeding Committee uses this database to process tournament performances and seed skiers for local, regional and national competitions and to create the national ranking list.
- **Verification of Membership Status:** It is the responsibility of the Registrar to ensure that all participants are current USA Water Ski "Active" members. Participants in a USA Water Ski-sanctioned event **must present one of the following: a valid USA Water Ski membership card, proof of web enrollment (receipt), a temporary membership receipt from a previous tournament, or the participants name must be listed in the "active" section on a downloaded entry template file** before competing and/or officiating. Be sure to verify that the card has a valid membership type (AA, U25, FA0, FA1-FA9, ML, MA, MAI, LA, WAA, WLA) and a current expiration date.
- **Guest Membership:** Guest memberships may only be offered at USA Water Ski-eligible tournaments (see below). Refer to the instructions on the Guest Membership Registration Form included in the "Registrar" packet of eligible events for more detailed information. The Guest Membership fee is \$10 per event. **Guest Members may not jump over a ramp. NOTE: *If Guest Membership forms are not included in the "Registrar" packet of this tournament kit, the event is not eligible to offer guest memberships.***
  - USA Water Ski-sanctioned Class F "Fun" or Class N "Novice" tournaments
  - Fun or Novice portion of an AWSA (3-event) tournament
- **Foreign Membership:** Foreign skiers must show proof of paying the USA Water Ski insurance coverage. If a skier cannot show proof of current membership in his/her federation, he/she must purchase a full "Active" USA Water Ski membership. Foreign memberships should be recorded on the Individual Membership Registration form.
- **Registering New Members:** Skiers and officials without proof of current Active membership may join before competing and/or officiating. Current membership registration forms are included in the "Registrar" packet of the tournament kit. **Please do not use old membership forms.** A temporary membership receipt must be issued to all participants who purchase membership. Please follow the instructions listed below when enrolling new members.
  1. Read the instructions on each membership registration form carefully before completing.
  2. Notify all participants purchasing membership that all Individual Active memberships expire one year from the date of purchase and all Family Active memberships expire on December 31 regardless of the date purchased.
  3. Please assign a temporary membership number. The temporary number should begin with "000-00-00XX" and end with any number from 01 up to 99 (in place of the XX).
  4. Be sure to **legibly** record **ALL** requested information on the appropriate membership registration form. Collect the required membership fee and issue the participant a temporary receipt (included in the "Registrar" packet of the tournament kit).
  5. Forward all membership registration forms and monies collected to USA Water Ski's Competition Department immediately following the tournament. The sponsoring club will be held responsible for any membership forms and fees not received by USA Water Ski.
- **Membership Numbers:** Please be sure to record each participant's USA Water Ski membership number on the following forms.
  - Contestant's Registration Checklists (skiers)
  - Tournament Officials' Records (officials)