

Team Paperwork Checklist & Instructions

Instructions for team paperwork, including due dates, are listed below. Forms can be found on <https://mrssa.org> and www.usawaterski.org. *Incomplete or late paperwork will result in a \$50.00 fee.

Upload ALL paperwork, no printing required. The tournament committee will print the paperwork & distribute at the required meeting on Friday, July 28, 2023, immediately following the individual competition. A team representative **MUST** be present. If you have any questions, please email tournamentfiles@gmail.com.

Due by July 14th:

- **Submit payment:** \$425 Entry Fee via Venmo @waterhawksskiteam OR mail a check to Waterhawks Ski Team, postmarked no later than 7/14/23 (Waterhawks Ski Team, % Tournament, P.O. Box 112, Waterloo, IA 50704).
- **Complete & submit the [Online Team Entry Form](#).** To complete this form, you are required to upload the following:
 - [USA-WSWS CLUB Membership Card](#)
 - [USA-WSWS Team's SAFETY's Membership Card](#)
 - [USA-WSWS Club MEMBER Roster](#): This roster includes name, membership number, SafeSport status, and renewal date for each member. To export the roster, use the export button.
 - [USA-WSWS Club OFFICIALS Roster](#): This roster includes the team's safety coordinator, tournament drivers, show director's SafeSport certification with background check, etc. To export this roster, use the export button.
 - **Team Roster**: This is your own team-generated roster & will be cross-referenced with your USA-WSWS Club Member Roster, and they **MUST** match. It needs to include: name, USA-WSWS member #, membership expiration date, SafeSport expiration date, team duty (D=Driver, R=Rider, A=Announcer, SK=Skier, SD=Show Director, ASD=Asst Show Director, O=Other), etc.
 - [Tournament Driver's Record](#)
 - [Towboat Liability Form](#)
 - **Certificate of Insurance OR the Declaration Pages** for each of the boats, with the following: certificate holder & additional insured (USA-WSWS), and each boat's liability limit (a minimum of \$500,000 is required).
 - **Kite Flying - USHPA membership card (if applicable)**: The pilot must be a member of the USHPA (United States Hang Gliding and Paragliding Association) and is required to be rated as "Hang 2" (novice) or better. Rule 6.04: the pilot(s) must provide a copy of the current USHPA

membership card(s) with the tournament paperwork.

- **Kite Flying - Manufacturer's Sticker (if applicable):** The pilot must use a hang glider produced by a commercial hang glider manufacturer. Rule 6.04: the pilot(s) must provide a copy of the hang glider manufacturer's sticker(s) with the tournament paperwork.

Due by July 26th:

- Complete and submit the [Online Paperwork Submission Form](#). To complete this form, you are required to upload the following:
 - REVISED [USA-WSWS Club Member Roster](#), [USA-WSWS Officials Roster](#), and/or Team-Generated Roster, **ONLY IF changes** were made after submitting the entry form by July 14th.
 - [Judge's Form](#)
 - [Scorer's Form](#)
 - [NSSA Safety Director's Tracking Report Form](#)
 - [Skier Nomination Form](#)
 - [Team History Form](#)
 - [Wireless Microphone Frequency/Club Radio Frequency](#)

If there are any changes to your team's paperwork, after you have electronically submitted, you are responsible for bringing the revised paperwork for replacement. Be sure to know how many copies you need . If no changes are required, your paperwork will be printed & distributed at the team meeting on Friday night.

- Completed Judge's Form (RULE 2.03) - 15 copies
- Completed Scorer's Form (RULE 2.03) - 2 copies
- Safety Directors Tracking Report – 2 copies
- USA-WSWS Member Roster - 1 copy (SCR 6.02)
- USA-WSWS Officials' Roster (RULE 6.02) - 1 copy
- Team-Generated Roster - 1 copy (SCR 6.02)
- Team's USA-WSWS Club Affiliation Certificate (RULE 6.01) - 1 copy
- Team's Safety Coordinator's Card (RULE 6.06) - 1 copy
- USA-WSWS Towboat Liability & Physical Damage Report - 1 copy
- Outstanding Male/Female Performer Form - 8 copies
- Team History Form - 1 copy
- Wireless Microphone Frequency/Club Radio Frequency - 1 copy
- Tournament Drivers Record – 2 copies (SCR 1.08)
- Certificate of Insurance OR the Declaration Pages - 1 copy
- Kite Flying - USHPA membership card (if applicable) - 2 copies
- Kite Flying - Manufacturer's Sticker (if applicable) - 2 copies
- Wireless Microphone Frequency/Club Radio Frequency - 1 copy
- Act Reasoning form – 14 copies (tournament committee takes care of this one)

TOURNAMENT SCHEDULE:

Teams are required to participate in a Safety meeting prior to their setup. This meeting includes boat drivers, pinners, riders, and skiers. **The formal schedule will be provided by the Safety Director & Head Judge to team reps on Friday night.** *NOTE: The first team to ski, on both days, are scheduled to have their safety meeting at 6:45am unless the Safety Director & Head Judge provides a different schedule on Friday night.* ALL other teams should expect their safety meeting to take place 1-hour prior to set up time. Check with your team rep for the formal schedule.