

Team Paperwork Checklist & Instructions

1. Find all forms at mrssa.org and usawaterski.org.
2. Upload all completed paperwork online; no need to print.
3. The tournament host will print and distribute the paperwork at the mandatory meeting on Friday, July 26, 2024, immediately after the individual competition. A team representative must attend.
4. Incomplete or late paperwork will incur a \$50.00 fee.

DUE by July 12th

- **ENTRY FEE: Online payment (3% fee) OR mail-in option**
 - Venmo:** @AquaAddicts (**\$437.75**). Payment is due by July 12th.
 - PayPal:** @aquaaddicts (**\$437.75**). Payment is due by July 12th.
 - Mail:** Aberdeen Aqua Addicts, P.O. Box 293, Aberdeen, SD 57402. Must be postmarked by July 12th. (**\$425**)
- **ONLINE TEAM ENTRY FORM:** Uploads Required
 - Team Tournament Roster:** This is a team-generated roster, which will be used to cross-reference with your USA-WSWS Member Roster. This roster needs to include name, address, birthdate, and team duty (D=Driver, R=Rider, A=Announcer, SK=Skier, SD>Show Director, ASD=Asst Show Director, O=Other).
 - USA-WSWS MEMBER Roster:** This is the USA-WSWS MEMBER roster, which includes each member's name, member number, membership type, membership status/expiration, SafeSport, and background screening, if applicable. Use the export button to export the roster. After you export, strikethrough/cross out any members listed who will not participate in the tournament.
 - USA-WSWS Club OFFICIALS Roster:** This is the USA-WSWS OFFICIALS roster, which includes additional information for drivers, show directors, and safety coordinators (ratings, MVR status/expiration, etc.). Use the export button to export the roster.
 - After you export, use the edit tool to HIGHLIGHT the following:**
 - Tournament Drivers
 - Tournament Safety Coordinator
 - Show Director(s) and Asst. Show Director(s) or equivalent if the team has one
 - USA-WSWS CLUB Membership Card:** Login to the club's USA-WSWS account and select Club Details. Download the membership card.
 - Tournament Driver's Record**

- [Towboat Liability Form](#)
- The Certificate of Insurance OR the Declaration Pages for each boat.** It must include the following: certificate holder and 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 24th

- Complete and submit the [Online Paperwork Submission Form](#): Uploads Required
 - Submit revised rosters ONLY if changes were made after submitting the entry form by 07/12/24.
 - [Act Reasoning Form](#)
 - [Judge's Form](#)
 - [NSSA Safety Director's Tracking Report Form](#)
 - [Skier Nomination Form](#)
 - [Team History Form](#)
 - [Wireless Microphone Frequency/Club Radio Frequency](#)

After submitting your paperwork electronically:

If no changes are needed, it will be printed and distributed at the team meeting on Friday night after the Individual competition.

If changes are needed, BRING THE REVISED PAPERWORK, *with the correct number of copies*, to the Friday meeting.

- Team-generated Tournament Roster (SCR 6.02) - 1 copy
- USA-WSWS Member Roster (SCR 6.02) - 1 copy
- USA-WSWS Officials' Roster with the following clearly marked (RULE 6.02) - 1 copy

- Team Safety coordinator
- Show Director(s), Assistant Show Director(s), or equivalent, if the team has one, showing proof of completion of Safe Sport Training and proof of current passed background check.
- Tournament Drivers ratings
- Team's USA-WSWS Club Affiliation Certificate (RULE 6.01) - 1 copy
- Tournament Driver's Record (SCR 1.08) - 2 copies
- USA-WSWS Towboat Liability & Physical Damage Report - 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 (SCR 9.09) - 1 copy
- Outstanding Male/Female Performer Form - 8 copies
- Team History Form - 2 copies
- Completed Judge's Form (2.03) - 15 copies
- Act Reasoning form – 14 copies
- Safety Directors Tracking Report - 2 copies
- Certificate of Insurance OR the Declaration Pages - 1 copy
- Wireless Microphone Frequency/Club Radio Frequency (SCR 9.09) - 1 copy

SAFETY MEETINGS:

Teams are required to participate in a Safety meeting before setting up. This meeting includes boat drivers, pinners, riders, skiers, and anyone participating in and/or helping the team during the tournament. The Safety Director and Chief Judge will provide the formal schedule to team reps on Friday night.