

## Team Paperwork Checklist & Instructions

1. Find all forms at [mrssa.org](http://mrssa.org) and [usawaterski.org](http://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 25, 2025, immediately after the individual competition. A team representative must attend.
4. Incomplete or late paperwork will incur a \$50.00 fee.

**DUE by July 11th at 11:59pm**

- **ENTRY FEE: Online payment (3% fee) OR mail-in option**
  - Venmo:** @BaysideWaterskiTeam. Payment is due by July 11th. (\$437.75)
  - Check by mail:** Bayside Skiers, P.O. Box 244, Albert Lea, MN 56007. Must be postmarked by July 11th. (\$425)
- **ONLINE TEAM ENTRY FORM:** Uploads Required
  - (1) **Team Tournament Roster:** This is a team-generated **tournament** 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). This roster includes only those who plan to participate in the tournament (shoreline support should be included).
  - (2) **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.
  - (3) **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)
  - USA-WSWS CLUB Membership Card:** Login to the club's USA-WSWS account and select Club Details. Download the membership card.
  - NSSA Tournament Driver's Record:** You need to include the applicable **sanction number:** **(D1: 25J004 or D2: 25J005).**
  - Towboat Liability Form:** You need to include the applicable **sanction number:** **(D1: 25J004 or D2: 25J005).**

- Safety Boat Responsibility:** Teams are responsible for covering the safety boat during both the Individual competition and the show that follows their own performance. The last team to ski on **Saturday** will cover the **first show on Sunday**, and the last team to ski on **Sunday** will cover the **first show on Saturday**. You will need to provide the names and cell numbers for a certified driver and a certified safety rider.
- 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 22nd at 11:59pm**

- Complete and submit the [Online Paperwork Submission Form](#): Uploads Required
  - Submit revised rosters **ONLY** if changes were made after submitting the entry form by 07/11/25.
  - [Act Reasoning Form](#)
  - [Judge's Form](#)
  - [NSSA Safety Director's Tracking Report Form](#): You need to include the applicable **sanction number: (D1: 25J004 or D2: 25J005)**
  - [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 night 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 a 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.