

CLUB COMPLIANCE CHECKLIST



Any individual who will be participating with the club in any capacity is only eligible to do so when they have met registration requirements. Without meeting the requirements the individual is NOT a member and NOT insured. This leaves board members vulnerable to personal liability.

It is the clubs responsibility to be aware of the compliance requirements when registering



BOARD MEMBERS AND REGISTRARS

Must be registered associate members with active status

Check the registration package and AAS policies for more details on the [AAS website](#)

- **Club elections after September 1st** (during the new season)
 - All board members from the previous season must be registered by September 3rd
 - New board members must register and have active status within five (5) business days after elections
 - Submit a new roster to AAS immediately following elections
- **Club elections prior September 1st** (for the upcoming season)
 - All newly elected board members must register and have active status within five (5) business days after elections unless club bylaws state the the new board starts September 1st.
 - Board members elected toward the end of a season MUST register in the current season and in the new season.
 - Submit a new roster to AAS immediately following elections

****clubs may be sanctioned if not all board members are registered accordingly****



COACHES

Must be registered and have active status prior to coaching

When hiring coaches, clubs should view or file a copy of the coach's NCCP transcript.

Daily Training Environment

- Register as Recreational or Competitive Coach
 - See the [Coach Registration Checklist](#) online for the coach requirements to achieve 'active' status

Competition Environment

- Coaches must be Competition Introduction Certified for deck access at competitions
 - Coaches have 2 years from the date of completing modules 1-8 to complete certification
 - See the [Coach Registration Checklist](#) online for the coach requirements for competitions

Submit a coach roster to AAS and resubmit when changes are made



ATHLETES

Must be registered on RAMP prior to participation

- Register in the appropriate membership as per level of participation
- Ensure AAS/CAS and club fees have been paid



- Members can upgrade/add member types at anytime during the season by going to the club landing page and register accordingly.
- All registrants must appear in your club affiliation list. Please contact AAS if a registered member is not affiliated with you.
- Follow up with anyone who has pending requirements.
- Monitor your club affiliation regularly.

****If the club is not compliant the insurance certificate may be withheld****