



## Club Registration Information

Official Registration Hours (South Entrance landing of the Rec Center)

**Friday 12-6p; Saturday 7-11a; Sunday 7-11a; Tuesday 12-5p; Wednesday 8a-12p**

Please do your best to come during official hours. If you are arriving outside of the official hours, you can check in at the Volunteer/Information table on the Rec Center concourse. Recognize that coming outside of registration hours will lengthen the time it takes you to check in. Fewer volunteers will be available and any registration issues will take longer to resolve.

1. Any Club representative may pick up team packets (including athlete credentials) and goodie bags at the South Entrance landing of the Rec Center during official registration hours.
2. In addition, Coaches, Chaperones and Judges must **PERSONALLY** check in at an adjacent table at the South Entrance landing of the Rec Center.
3. If your name (Coach, Chaperone or Judge) is not on the corresponding **APPROVED** list, **YOU WILL NOT RECEIVE A WRIST BAND**. You will be referred to Shari Darst or Denise Shively who will tell you what you need to do to get on the approved list. We will do our best to resolve any issues as quickly as possible. **PLEASE** be considerate of our volunteers at the Registration table. They did not make the list and they have no control over the list. Any instances of rude behavior will be not be tolerated by meet management and you may be asked to leave the premises.
4. **COACHES:** You must sign for your deck access wrist band, then put it on in sight of the volunteer – they are there to help you. In addition, at least one coach from each club must sign your Coach Summary sheet. You should have received this via email last week. Any changes should be written directly on the summary sheet. Any changes after check-in must be made in writing 2 hours prior to competition. Additional Change/Scratch forms can be found in the scoring room.
5. **CHAPERONES:** You must sign for your wrist band, then put it on in sight of the volunteer – they are there to help you. **ALL** chaperones must come to registration in person and check in individually. Only one wrist band will be given to each person. This is because it is important that anyone who has access to athletes during the competition has been properly trained in Safe Sport. This procedure is the only way to make sure the correct person gets their credential. There is a separate Will Call table on the concourse for pre-purchased spectator passes. Chaperone registration is for Safe-Sport credentialed chaperones only.
6. **JUDGES:** Shannon Korpela sent a judge list. If you are a judge, you will also receive a judge tag on a lanyard. If you are judging, but did not tell Shannon your availability, you may not be on the list. You can still get your wrist band, if you are on the coach list. If you are not on any list, you will be directed to Shari or Denise who will help get your credential. We will make sure all judges have proper access. Please be patient.

Any problems regarding your registration will be resolved as quickly as possible. It is important to us that your experience be a good one. Wrist bands must be worn **at all times** to access the pool or the spectator area. They are durable vinyl and comfortable to wear, but they are not meant to be removed or transferred to anyone else. Lost wristbands can be replaced for \$15. We will have multiple lines, multiple volunteers and Shari or Denise will be available during official registration hours to help resolve any issues with the lists. Thank you in advance for your patience and help making this a safe and enjoyable event for everyone involved!