

# Annual FSRA Athlete Pre-registration Process

All teams are requested to initiate this process as soon as possible submitting documentation for all team members no later than February 1. Without completing this process in a timely manner may result in additional fees or athletes not allowed to participate at FSRA insured regattas.

Please reference FSRA bylaws Article II Section 1 and Article XV Section 2 for definitions pertaining to FSRA athlete eligibility. These are posted online at <http://www.floridarowing.org>.

## Step 1.

**NOARA Waiver:** Should be complete immediately as part of initial team membership process.

As part of the State Championship Pre-registration Process, NOARA waivers need to be completed on Regatta Central: <https://waivers.regattacentral.com/fsra2021>

It is the responsibility of each program's coach/contact to make sure that each of their competing athletes has completed the NOARA waiver. **NOTE:** the Regatta Central team roster portal now displays FSRA waiver status along with US Rowing waiver status and other info.

## Step 2.

For all athletes gather the following 2 items:

1. **Athlete Photo:** Updated photos needed from all athletes who did not submit a new photo last year.

A recent digital photo of each athlete taken individually against a mono-color background with a clear view of their face (format similar to driver's license or passport photo). Preferably the image should be no more than mid-torso up. No sunglasses or hats, caps, visors, etc. Photo should be taken in a portrait orientation and recommend files size is about 1MB (thumb nail size photos are not scalable and will be rejected). File name format must be consistent for all team submittals and clearly identify the individual. Example: for John Smith with XYZ club, file name is XYZ-Smith-John.jpg. Files should be either JPG or PGN format.

2. **Current School Enrollment Documentation:**

School documentation showing the athlete is currently enrolled in a Florida state secondary education program including virtual and home schooled athletes. **The document must include all 4 items:**

1. athlete's name
2. name of institution attending
3. current class/grade level (ex: Freshman/9<sup>th</sup> grade) or graduation year (ex: Class of 2022)
4. current date (document must clearly indicate the student is currently enrolled this school year)

Examples of forms which might have all 4 required items (please check before submitting): class schedule, transcripts, report cards, ED-line info page, school ID. **NOTE:** A roster on school letterhead will not be accepted.

**NOTE:** for athletes who will be 19 or older during the **2021 calendar year**, a school transcript starting from 9<sup>th</sup> grade to the current year is required to show full time continuous enrollment per the bylaws.

### Step 3.

For new members on your team (those not cleared previous years), gather copies of the following 2 items:

1. Photo ID

Any school or government issued photo ID with name and photo on it is acceptable. Examples: passport, county park ID, driver's license, green card, military ID, ED-line info page, etc. If the student does not have any photo ID, they can get a Florida ID from their local DMV office.

2. Date of Birth

If the school documents and photo ID submitted don't show a Date of Birth, provide a copy of the athlete's birth certificate.

#### **SUBMITTAL:**

**Preferred file naming (and sorting) is last name-first name.** Examples: Smith-John-school.PDF, Smith-John-ID.jpg, Smith-John-photo.jpg, etc.

Preferred method is creating a google docs folder and send me details so I can access and read the documents. You can delete your account once all your athletes have been cleared. Please use similar file name format so they sort alphabetically. One folder for the entire team is easiest to work with. Alternately one folder for all documents and another one for all photos also works. **No thumb-nail images;** we may need to zoom in to see details.

If submitting hardcopies of your team's information, PLEASE sort your copies alphabetically and make sure copies display the required info. **We often reject athletes because the parts of the copy submitted cut off data** such as the school or student name, school year, etc. Also make sure copies are legible; if I can't easily read it, it will be rejected. Photos must be in focus.

For teams planning to provide hardcopies in a binder, make sure to include athlete digital photos on the thumb drive. Materials will be returned when registration is complete (pickup at state race).

#### **Coach Credentials (Required for access into controlled areas):**

Similar to athlete photos, a recent digital photo of each coach on staff taken individually against a mono-color background with a clear view of their face. Preferably the image should be no more than mid-torso up. No sunglasses or hats, caps, visors, etc. Photo should be taken in a portrait orientation and recommend files size is about 1MB (thumb nail size photos are not scalable and will be rejected). File name format must be consistent for all team submittals and clearly identify the individual. Example: for John Smith with XYZ club, file name is XYZ-coach-Smith-John.jpg. Files should be either JPG or PGN format.