

## **APPLICATION INSTRUCTIONS FOR COACHES**

- 1) Download the application file and then enter the required data about your team **only using a computer** - **do not use an iPhone** or similar device. The application is a PDF fillable form. Please Do not handwrite data on the form - only use a computer.
- 2) When entering data, use the TAB key to advance to the next field on the form. Phone numbers will automatically be changed to the correct format when you tab to the next field.
- 3) After all the data has been entered, print the form, and then collect the appropriate signatures.
- 4) After the signatures have been collected, scan the completed form in **PDF format** and then the coach must upload the form file in their team's page.
- 5) **NOTE:** A team **MUST** have a **non-student coach**. The team may not compete until the coach is registered, cleared, and has gone through the school's background checks.
- 6) Student / Athletes may not register online until the team has been cleared for competition.
- 7) Payment must be made by the coach or school administrator via credit or debit card on the school's teampage.

### **Definitions:**

**"Activities Coordinator of School"** this is any school staff member responsible for your team's acceptance as an official team on campus.

**"Compliance Officer"** This is anyone who will be responsible for overseeing that your team is following the NCWA published **Rules-Policies-Procedures**.

**"School approved Assistant Coaches"** Before any 'assistant coach' can participate with the team, they must be approved by the Activities Coordinator and have the approved school background checks. All coaches **MUST** register online before February 1<sup>st</sup>.

**Do not include this page in your application scan**



**NATIONAL COLLEGIATE WRESTLING ASSOCIATION**  
**2023-2024 SEASON**  
**TRANSITION TEAM MEMBERSHIP**  
**APPLICATION & INVOICE**



**MEN'S TEAM FEE - \$ 1,500**

**WOMEN'S TEAM FEE -- \$ 300**

**Men's Membership Fee - Due between: April 15 - January 1 ..... amount due \$ 1,500**

**[optional - additional] Women's Membership Fee Due between: April 15 - January 1 ...amount - \$ 300**

***No Memberships accepted after February 1, 2023***

**Step # 1 -- Complete this Application using only a computer, print form and have it signed as indicated below**

**Step # 2 -- Scan as PDF & Upload this signed application showing administrative signatures to your: [NCWA Team Webpage](#)**

**Step # 3 -- Payment must be made by the coach or school administrator via credit or debit card in the school's teampage.**

**MEMBERSHIP INFORMATION: (enter data using only a computer – handwritten not acceptable - do not use**

***iPhone*) School's Full Name:**

**NCWA Conference:**

**Mailing address for Head Coach:**

**City:**

**State:**

**Zip Code:**

**Activities Coordinator of School:**

**Office Phone:**

**Coordinator's Title:**

**Coordinator's Email:**

**Compliance Officer:**

**Phone:**

**Compliance Officer's e-mail:**

**Head Wrestling Coach:**

**Phone:**

**Coach's e-mail:**

**Wrestling Team President:**

**Phone:**

**Team President's (Captain) e-mail:**

***The following Assistant Coaches must be approved by the School's Activities Coordinator:***

**School Approved Assistant Coach:**

**Email:**

**School Approved Assistant Coach:**

**Email:**

**Coach / President:** Membership in the NCWA implies that the applying wrestling program will abide by all rules and regulations as set forth in the currently published NCWA Rules-Policies-Procedures ([www.ncwa.net/forms](http://www.ncwa.net/forms)) which may include, but are not limited by, the NCAA applicable rules, including rules of competition and Code of Ethics within the National Collegiate Wrestling Association.

**Activities Coordinator:** Must be a school employee with oversight authority over the wrestling program. Your Signature on this application signifies that the wrestling program is an officially recognized activity at your institution and is not currently under any disciplinary restrictions. All Signatures below must correspond to the names submitted above.

***All signatures must be real –not digital***

**© - NCWA – 10/7/2023**

**Activities Coordinator's Signature:**

**Date:**

**Team Head Coach's Signature:**

**Date:**