



Let's Get Started – Quick Tutorial On AAU Memberships and Resources

Resources – www.aausports.org - detailed information and on line registration

(If you have a district gymnastics web site, that information should be listed as a resource for specific information related to your specific district program)

Our first priority is you and your athletes. Before registering check with your local office or sports district director liaison to see if our program **will meet your needs and goals in regards to insurance and events available for your sport and athletes.** We are ready to assist you. It is important to understand that all AAU memberships are valid from September 1 through August 31 of any given year. All membership must be renewed each year in order to maintain any benefits offered through these memberships. **Things to determine before registering:**

- 1. Determine which level of club membership is right for you.** An AAU club can consist of one team or 100 teams. You can designate yourself just a youth club, an adult club or both depending on your membership needs.
 - Level 1 – If you plan to participate in AAU events but not host any events, this is the level for you.
 - Level 2 – If you want to both participate in and host AAU events such as invitationals, leagues, etc., then this is the level for you.
 - Level 3 – If you would like to host events and to be classified as a 501(c)3 organization under the AAU organization, this is the level for you. Contact the AAU national office to discuss requirements and procedures for attaining this level.
- 2. Familiarize yourself with the different individual membership options** available for insurance and participation in AAU licensed events. Once you have your AAU club membership, you want to make sure **that each of your athletes and non-athletes (coaches) become individual members** of the AAU.
 - Regular – provides benefits – sports accident insurance at practice and events – General Liability Insurance – Certificate of insurance (contingent on all participants being registered properly)
 - AB (Extended Coverage) – Extended Coverage for AAU members while they participate in events hosted by other sports entities (not AAU). For team competitions, **the entire competing team and coach** must be registered under AB Extended Coverage option. For individual competitions, each individual must be registered under the AB Extended Coverage option as well as be supervised by a coach that is covered under the AB extended coverage option. Same insurance benefits as listed in regular coverage above.
 - The extended coverage membership is not an alternative to obtaining an AAU league, tournament, or event license. Any AAU club that conducts any event that is not licensed by the AAU forfeits their AAU insurance benefit for that event. Same insurance benefits as listed in regular coverage above.

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- 1. Register yourself first.** You must have an individual ID before you can apply for a club membership. All adult membership will have an auto background check in the cost of the membership. You may have other non-athletes listed on your club membership as alternative contacts but they too must have an individual membership.
 - a. Go to www.aausport.org and select JOIN. Establish your **log in and password**. This is important as all of your information will be stored in your own personal club files accessible only to you using your login and password.
 - b. All coaches, meet directors, club personnel are considered non-athletes.
 - c. You will not have a club number at this time so continue and your club number can be attached to your individual membership after your individual membership is approved.
 - d. After the clearance of the background check you will receive your individual ID and now you are ready to purchase your club membership.

2. **Purchase Your Club Membership - Using your log in and password**, log in and select purchase a club membership. Fill in all appropriate fields. You will be asked for your individual AAU membership number. Complete and pay and check out. You will be issued your new Club Number immediately.
3. Now is the time to go back and associate your individual ID with your club ID. You can do this on line by selecting the reprint card function and chose edit and put in your club number of member services 407-934-7200 will be glad to do this for you as well.
4. Now you are ready to register your individual athletes and non-athletes coaches – we urge you to make sure that you use your club number on all registrations. This will insure that all are listed in your club files and you will have easy access to lists and membership information using your log in and password.
5. If a member of your club forgets to include the club number while registering, it can be added in the same manner as above by reprinting a card and editing to include the club number of you can call member services, they will be happy to assist you.
6. Now you are ready to enter into AAU licensed events. If you need assistance finding events, contact your local district sports director or go to the national website www.aausports and select Find An Event. It is up to each individual club, coach or representative to enter their membership into any AAU licensed event.

How Do I License An Event

First - Familiarize yourself with the different types of Events to determine what kind of event you would like to offer. Also familiarize yourself with the duties and responsibilities of being an event director. The person who is applying for the licensing must have an individual membership and club number in order to apply.

- Invitational – offered to membership in your district – such as a weekend tournament – one day event – these events need approval from the district chair.
- League – an event offered to AAU club members hosted by you to include a group of teams or individuals over an extended period of time that are members of your league. Leagues in most cases have set schedules for their participants with a structured set of dates for members of the league. These licenses also will be sent to the district chair for approval.
- District Championship – these events take prior approval from the district sports chair. You should contact your sports chair and direct all questions to them.
- Regional – this requires national approval – event offered to bordering districts as approved by the national office and criteria as required by national rules and policies

It is our goal to help our members understand the licensing process and aid them by answering any questions about licensing an event. Your local district chair of your sport is an excellent place to start when planning. They will be able to provide you with helpful information regarding other events being held therefore helping you determine the best time to offer your event. All licensing is applied for on line. You will be required to provide a flyer with general information about your event, such as dates, location, cost, rules, sport specific information and contact information for event director. Make sure that you state on each flyer the following information. **The below text must be included on any flyer which will be included on any licensing application: flyers without this information will hold up your licensing process.**

- This event is sanctioned by the Amateur Athletic Union of the U. S., Inc.
- All participants must have a current AAU membership.
- AAU membership may not be included as part of the entry fee to the event.
- AAU membership must be obtained before the competition begins except where the event operator has a laptop available with an internet connect. Participants are encouraged to visit the AAU web site www.aausports.org to obtain their membership.

Injuries or Accident Reporting – the procedure for reporting an accident to the AAU and insurance company is explained in detail on the national web site under insurance. All forms are also there for your reference and use. Reporting in a timely manner is extremely important. Visit the website and familiarize yourself with these very important procedures to protect you and your members if an injury should occur.