

## 2013 USA TRIATHLON PACKET PICKUP GUIDE



Event sanctioning and insurance compliance require every participant of a USA Triathlon sanctioned event to be a member of USA Triathlon and to present a photo ID. **NO PHOTO ID, NO RACE, NO EXCEPTIONS.** Event materials, timing chips, race numbers, swag, etc. should not be given to the athlete until membership and photo ID requirements have been met. Every participant is regarded as an individual for membership purposes. This includes each participant of a relay team.

### There are two types of USAT memberships:

1. Annual Membership
  - a. Annual members must show proof of a current membership in order to participant. If proof is not available then the participant must purchase a one-day license or renew their membership.
  - b. Youth (age 17 and under) = \$15
  - c. Adult (age 18 and older) = \$45
2. One-day License
  - a. Youth (age 17 and under) = \$10
  - b. Adult (age 18 and older) = \$12

In an effort to go green, USAT will not send athlete waivers unless necessary. The application form can be printed by visiting the Documents tab of the race director's online account. If an annual USAT member can not show proof of current membership, they will need to sign the waiver and either purchase a one-day license or renew their annual membership. **Do not give the waiver and membership application to athletes to take home. These are to be completed at the race venue.**

### How to Complete the USAT Membership Application

1. Member shows photo ID. This is **MANDATORY!**
2. Member fills the waiver and membership application out completely. Member **MUST** sign waiver.
3. Registration worker accepts payment, verifies proper signatures and credit card information (if applicable). Only cash and checks are accepted forms of payment for one-day memberships. Credit cards can be used for annual memberships.
4. Registration worker retains top sheet of the waiver and membership application, then provides the yellow copy to member as proof of purchase.

### Explanation of Membership Options

The same waiver and membership application can be used whether the athlete is renewing or purchasing a new membership. Please refer the athlete to our website for a complete listing of benefits offered at [www.usatriathlon.org](http://www.usatriathlon.org). Members need to allow 6-8 weeks for processing.

- **Adult** - \$45, for all adults turning 18 and over that wish to purchase an annual membership.
- **Youth** - \$15, for athletes turning 17 and younger, the benefits are the same as our regular adult membership and include a special gift.
- **Tax-deductible contribution** - We always appreciate donations if the athlete is willing.
- **Adult with Credit** - \$33, if an athlete has already purchased a one-day license for the event, this can be applied to an annual membership by paying the balance due. If the participant has an on-line receipt they would like to submit as credit toward membership they will also need to complete the waiver and membership application. Only one receipt can be used per annual membership.

### Proof of Annual Membership

- USAT issued current membership card or key card (amateur and elite)
- Membership card printed from USAT website
- Membership card displayed digitally on smart phone
- Current waiver and membership application receipt from a sanctioned event
- An official letter from the USAT National Office
- Triathlon Life magazine showing athlete name, membership # and expiration date
- Race Director Membership Check

## **Payment Methods**

- Annual membership: Cash, Check, Visa or MasterCard
- One-day membership: Cash or Check Only. If a participant only has a credit card, they will need to find an ATM, borrow money from a friend or purchase an annual membership. USAT does not accept credit card payment for one-day licenses

## **Troubleshooting**

- Other triathlon federation memberships are not recognized by USA Triathlon. Participants must purchase a one-day membership or show proof of a current annual USAT membership
- Foreign elites are also subject to the same requirements. They must purchase a one-day license or show proof of a current USAT foreign elite license
- U.S. Elites must show proof of a current elite USAT membership or they may not race. If an elite races as an amateur they are subject to suspension and/or further penalties

## **Post Race Responsibilities**

1. Upon completion of annual membership sales, the race director completes the USAT accounting sheet.
2. Race director then submits completed accounting sheet, all annual waiver and membership applications and payments to USAT using the prepaid UPS shipping label (included in the sanction approval box). This must be postmarked within 15 business days of the event. The RD will receive a late fee fine of \$200 if the post-race materials are not postmarked correctly.

## **FAQ**

### **A member forgets or has lost their membership card; what options do they have?**

1. Purchase a one-day license. They can apply the one-day fee towards their renewal fee at a later date. Make sure they complete the membership application and the event waiver. Give them the yellow copy of the waiver and membership application as a receipt. They will need to submit this with their application in order to receive the discount.
2. Renew their annual license with USA Triathlon. Membership will be extended one year from their current expiration date.
3. Find a computer with internet access and print their card from the USAT website. As a race director, you may want to provide internet access for this reason.
4. The Race Director can check memberships (should they choose) via the online dashboard.

### **An athlete either does not have their membership card or it is expired, but insists they are a current annual member of USA Triathlon. They refuse to purchase a one-day membership, can they participate?**

NO. Allowing this athlete to participate could render the event insurance null and void. Do not allow this athlete to participate without a one-day license or an annual membership.

### **Can a credit card be used to purchase a one-day license?**

NO. Only cash or check is accepted. You may suggest that they find an ATM or borrow money from a friend.

### **An athlete shows up to race as an Elite without proof of a current annual membership with USAT. Can they still participate?**

NO. Elites know they must bring proof of their current elite membership to all events in order to participate as an Elite. Only Foreign Elites may purchase a one day license **ONLY** if their current Elite Federation license is shown. They also risk suspension if they attempt to then race as an amateur.

### **Do I need to see a photo ID if someone is purchasing an annual membership?**

YES. Event sanctioning and insurance compliance require a photo ID to be presented when an annual or one-day membership is purchased. Verification of a photo ID also protects yourself and the member from the possibility of credit card fraud.

### **What forms of payment are acceptable for annual memberships?**

Cash, check, Visa and MasterCard are all acceptable forms of payment.

### **What is the CVV # and how do I find it?**

The CVV # is a 3 digit security code found on the back of the credit card in the signature line. It is required that this information be provided in order to process a credit card transaction.