



SAMPLE AAU QUALIFIER COACH LETTER

Dear Coaches,

Enclosed you will find registration materials for the ***tournament date, 2016*** Open AAU Qualifying Tournament to be held at the ***tournament location***. ***Insert team name*** will host this event. Any US or Non-US athlete may compete in this event for practice, for fun, or to attempt to qualify through this event for the 2016 AAU Junior Olympic Games in Houston, TX July 27th – 31, 2016. We look forward to seeing you on ***date!*** Included for your information are directions and hotel details.

Copies of forms should be made as needed. Please note that all team registration forms, individual permission forms, registration fees of \$40 per person and officials' sign-up **forms and fees should be sent to be received no later than your deadline date, 2016 4 weeks ahead of your tournament** in order for your athletes to be accepted for this competition. Late entrants will be charged an additional \$10 fee and will only be accepted on a space available basis. Checks should be made payable to ***Club Name***. The entry fee entitles jumpers to compete in any number of events in their age-group. **Please note the Team Registration Form is now electronic and must be completed on an AAU provided Excel spreadsheet. This sheet integrates with the Tournament Database. Please contact me by email at insert e-mail and I will email you the current Electronic Registration form along with instructions.**

Coaches must complete the Electronic Team Registration form for each team or unattached individual. Judges registration is also included with the electronic registration. A minimum number of 1 currently certified judge for every 4 competitors in both speed and freestyle must be provided by each team. **Teams with 5 or more registered athletes must provide a minimum (1) Level 1 Judge and (1) Level 2 Judge.** Extra Speed judges would be most helpful. Please see attached forms for registration of athletes and judges.

All competitors, coaches, judges and scorers must be registered as 2016 AAU members PRIOR TO COMPETITION DAY. ADULTS NEED TO ALLOW SUFFICIENT TIME FOR THE BACKGROUND CHECK TO BE COMPLETED. You may sign up online at www.aausports.org. AAU cards and proof of age must be available upon request. A confirmed membership number must be obtained and produced. An individual athlete Qualifying Tournament Registration form must be signed as indicated for each participant. There **may** be an entry limit imposed of 6 entries per team in any Individual Rope or Double Dutch event, with only 1 entry per team allowed in the Junior Group Routine and in the Senior Group Routine. The limit will depend on the numbers entered in each event. A coach may register additional entries for an event as “stand-bys”. Coaches will be notified approximately 14 days before the tournament if space is available for any “stand-bys”.

The competition will be administered according to the 2016 AAU Jump Rope rules. All coaches and participants are urged to familiarize themselves with the AAU Handbook that contains the technical rules of competition. To obtain and download the 2016 AAU Jump Rope Handbook, please log on to www.aausports.org and click on Jump Rope.

The basic schedule will be as follows: Check in 8-8:30 a.m., Coaches/Judges Meeting 8:30 a.m., Events begin at 9 a.m. An exact schedule will be sent prior to the tournament.

Music is mandatory for the Individual Rope Singles and Pairs events, Double Dutch and for the Group Routine! **Routine music MUST be presented on an MP3 Player. The athlete's music must be in its own playlist with only one song in it. The playlist's name must include the athlete's name and event.** To set up your MP3 player, make a playlist for each athlete and their events then add their song to that playlist. Make sure that only one song is in the playlist. (*Name Examples: Joe's Freestyle, Joe & Sally's Pairs, JSAL DD Freestyle, JSAL DD Pairs Freestyle, Jumpin Ropers Team Routine*). The song name may be the original song name, however the playlist must include the jumper's name or part of their name. It is also imperative that the MP3 player has the team's name clearly imprinted on the outside of the player. Procedure; the athlete will present the MP3 player the same way a CD was previously presented. The MP3 player must be cued to the correct playlist and song with the volume set to maximum. The Music Technician must be able to simply press play at the appropriate time. Please make sure your MP3 player's security settings allow ample time before going into screen lock mode.

Commemorative medals will be presented to the top 3 All-Around winners in each event in each division. Pre-qualified or "Open" competitors from outside the USA will receive ***Sports For All Forever medals***. Ribbons will be presented to the top 8 in each component event. Additionally, the top 10 US and Non-US place-winners in each combined event will qualify for the 2016 AAU Junior Olympic Games in Houston, TX. In the event that a qualified participant cannot go to the AAU Junior Olympic Games, the next finisher will be offered the opportunity to go. It is therefore imperative that coaches notify me with registration if any of their competitors have already qualified elsewhere and as soon after this tournament as possible if their qualifiers do not intend to go to Houston so that a slot may be offered to the next qualifying athlete.

Each Coach who has qualifiers for the AAU Junior Olympic Games who plan to compete MUST register the team and individual team members ON-LINE at **www.aaurogames.org**. The handbook and hotel information will also be posted on-line.

ALL DEADLINES AND FEES MUST BE STRICTLY OBSERVED, THANK YOU! WE DO NOT WANT TO DISAPPOINT ANY COMPETITORS!

HOST TEAM: *insert team name and Tournament Director, e-mail and Telephone numbers*

Mail registrations to *insert mailing address*