

Missouri USA Wrestling

Membership Processing Procedures

1. *All membership must be submitted either typewritten or on a word processor.* If you are sending a computer printout, all the information must be in the same format as the individual membership registration form. You can email form to membership@missouriusawrestling.org, it is actually preferred and will expedite the membership process once funds have been received.

EXAMPLE: year of birth first name last name address phone number
(month/day/year)

WE WILL NOT ACCEPT ANY HANDWRITTEN FORMS!

2. Please put all entries in alphabetical order.
3. Leave the card number blank; it will be filled in at the office. All other information must be filled in completely.
4. Do not mix coaches and competitors on the same sheet. Indicate clearly which type of membership you are submitting on the top of the form along with the name of the club and a contact person with a day phone number.
5. You must keep a waiver and release from liability form for each competitor and coach you submit. Clubs should keep these copies on file for a minimum of three years.
6. You must send in a **copy** of birth certificates for each competitor you submit. We will not process any cards without this.
7. Mail or email your membership immediately. Do not hold until the completion of your sign-ups. We suggest sending in membership weekly.

8. Remember we will not begin to process any membership without the correct amount of money attached. Make all checks payable to MISSOURI USA WRESTLING or credit card information and mail to the following address:

MISSOURI USA WRESTLING
PO Box 243

Diamond, MO 64840

Missouri USA Wrestling

Every year we have clubs sending in the wrong money amount. Please double check your figures before sending it in. Also, we will only accept a team check or credit card for team registration; do not send individual checks to the office. We will accept individual checks for unaffiliated wrestlers or coaches only.

Card prices are as follows: Competitor membership \$41.00; Wrestling Leader membership \$49.75; Club Charter \$80.00; Additional Insurance 30.00; Tournament Sanctions: Folkstyle \$175.00; Freestyle \$75.00.

Once your membership applications are received at the office, they will be processed on a first-come, first-served basis. The receiving date will be stamped on each piece of mail, and total processing should not take more than 1-2 weeks. The sooner you send in your membership, the faster we will be able to process it. The busiest months for membership are December, January, and February.

TOTAL PROCESSING FOR USA CARDS WILL INCLUDE:

1. Verifying money (if money is incorrect, process will stop). 2. Verifying age with birth certificate. 3. Entering the information in to themat.com database. 4. Age verification in themat.com database 5. Print the cards to pdf documents. 6. Emailing pdf documents to club representative.

You **must** have a card number by the date of the tournament you are entering. Each team that sends in entries to a tournament can put “applied for” under the card number for any wrestler that has not received back the information from the state, but you must show the card number before weigh-ins at that tournament. No one will be allowed to wrestle in a tournament without a card

number.