

CLUB OWNER ROSTER CHECKLIST

1) Remove all roadblocks to the successful creation of USASF Official Team Rosters.

- All owners must show as ELIGIBLE in the member database in order to create teams.
- All athletes turning 18 prior to 6/1/2023 must complete background checks and Safe@AllStar abuse prevention training. Links to these items are found in their athlete profiles. PLEASE have them do this immediately.

2) Create the Official Team Roster.

- From your USASF club profile, select the teams attending and add them to the event BEFORE the lock date listed for the event.

3) Print and verify reports for accuracy.

- Print COMPLIANCE COVER SHEET & PROGRAM SUMMARY.
- Print TEAM ROSTER.
- Make sure all owners, coaches and personnel are listed on the printed USASF COMPLIANCE COVER SHEET & PROGRAM SUMMARY.
- Verify that the number of athletes registered is equal to the number of athletes listed on the printed TEAM ROSTER.
- Verify that each printed TEAM ROSTER reflects exactly the list of athletes that will be taking the floor.

