



# ROAD MAP

Advice and tips to get you from here  to  there

## STARTING A NEW CLUB

Welcome to the USASF! If you are new to All Star and considering starting a USASF member club, please review the following criteria.

1

### Club Criteria

- Must meet the USASF club definition requirements.  
[https://s3.amazonaws.com/usasfmain/Membership/docs/USASF\\_Membership\\_Terms-Conditions.pdf](https://s3.amazonaws.com/usasfmain/Membership/docs/USASF_Membership_Terms-Conditions.pdf)
- Must join as a USASF club member.
- Club membership fee: \$100 annually.
- Go to USASF.net > JOIN NOW > CREATE MY USASF ACCOUNT.
- Enter your email address and check your inbox for verification code.
- Continue with prompts to complete your club profile.
- At CHOOSE PROFILE, choose CLUB to accept membership agreement and pay the club membership fee.

**NOTE:** At this stage you must upload proof of insurance. All USASF member All Star clubs must maintain commercial general liability insurance that includes, at a minimum, participant legal liability and participant excess accident medical insurance. This may be a single policy or individual policies. All locations must be covered.

**IMPORTANT:** If the owner of the new club has an existing USASF coach account (even if expired or associated with another club), DO NOT create a new club account first. Please email [abruno@usasf.net](mailto:abruno@usasf.net) who will assist in creating your club profile to merge with your existing coach profile.

2

### Club Owner

- When creating a new club account, a COACH profile is simultaneously created for the owner. Each additional owner first be added as a coach then associated as an owner.
- Coach eligibility requirements:
  1. Coach membership fee: \$75 annually
  2. Background check at no added cost
  3. Athlete protection education at no added cost
- Complete OWNERSHIP MANAGEMENT/LEGAL ENTITY:
  1. From club account > MY PROFILE > LOCATIONS > LOCATION NAME > OWNERSHIP MANAGEMENT > ADD OWNERS (must meet eligibility requirements) > ADD OWNERSHIP PERCENTAGE > SAVE.
  2. Return to MY PROFILE > LOCATION > LOCATION NAME.
  3. EDIT > LEGAL ENTITY at bottom of page > SAVE.

3

### Coaches

- Must join/renew as USASF coach members and associate to club.
- \$75 annually.
- NEW USERS: Go to USASF.net > JOIN NOW.
- EXISTING MEMBERS: Log in to existing coach profile to transfer to current club.
- If you acquire a coach with an existing coach account, he/she must:
  1. Log in to his/her coach profile.
  2. Click DROP next to former club name.
  3. Click FIND to search for new club and request to add.
- Each coach is responsible for completing these eligibility requirements:
  1. Background check at no added cost
  2. Athlete Protection Education at no added cost

4

### Athletes

- Must join/renew as USASF athlete members.
- \$49 annually.
- Must upload birth certificate and photo to USASF athlete profile.
- Athletes who are 18 or will turn 18 before 6/1/2023 are considered adult athletes and must complete background checks and athlete protection education to be eligible.
- <https://www.usasf.net/membership-guide>

5

### Creating Teams / Associating Rosters

- Through your club portal, you will:
  1. Create teams.
  2. Assign athletes and coaches to teams.
  3. Schedule USASF-sanctioned competitions/events.
  4. Assign teams to competitions/events.
- This allows competition coordinators access to your rosters to ensure eligibility requirements for the athletes, team and club are met.
- For more info: [https://usasfmain.s3.amazonaws.com/Resources/docs/USASF\\_Event\\_Compliance\\_Road-Map.pdf](https://usasfmain.s3.amazonaws.com/Resources/docs/USASF_Event_Compliance_Road-Map.pdf)

6

### Once you have joined

- Be sure to access the many Membership Resources available.
- Click the profile name/avatar in the top right corner of your account profile > MEMBER RESOURCES

7

### Need help?

- Contact your USASF Regional Director for guidance and support throughout your new journey.
- <https://www.usasf.net/regional-directors>

