





ROAD MAP

Advice and tips to get you from here  to  there

100% COMPLIANCE at SANCTIONED COMPETITIONS

To protect the integrity of our sport, the USASF has stringent standards with which all participants must comply. The USASF rostering system is a tool that provides event producers the confidence to know that teams adhere to the age grid which promotes fair play within the divisions. In addition, all clubs, club owners, athletes, coaches and personnel participating in USASF sanctioned competitions in an All Star division must meet eligibility requirements (whether competing or performing as an exhibition team). All teams must follow these guidelines to be 100% compliant.

ELIGIBILITY REQUIREMENTS

1. Club owners, coaches and personnel must have a paid membership, a background screening green light and have completed abuse prevention education.
2. Minor athletes must have paid memberships. Parents are responsible for membership registrations/renewals.
3. Adult athletes (18+) and athletes turning 18 before June 1, 2024, must have a background screening green light and have completed abuse prevention education.
4. All athletes must have the appropriate cheer or dance tier selected.
5. All members must be assigned to the appropriate club location.
6. CLUBS from MULTIPLE-LOCATION CLUB profiles will be eligible once all owners and locations are eligible.

1

Create your team

From your Club profile:

- Click TEAMS > CREATE TEAMS.
- Enter all required team information: team name, division, level, etc.
- Click MANAGE EDIT > MANAGE ATHLETES.
- Add athletes to the team and SAVE.
- Now choose COACHES > MANAGE COACHES.
- Add coaches to the team and SAVE.
- Now choose (if applicable) PERSONNEL > MANAGE PERSONNEL.
- Add personnel to the team and SAVE.
- Click SAVE again.
- Each team must have a minimum of four athletes for Dance, four athletes for Cheer, and at least one coach to be eligible = green check mark.

2

Coaches

- Must join/renew as USASF coach members and associate to club.
- NEW USERS: Go to USASF.net > JOIN NOW. (\$75 annually)
- EXISTING MEMBERS: Log in to existing coach profile to renew.
- If you acquire a coach with an existing coach account, they 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 must complete these eligibility requirements: background check and abuse prevention education.

3

Schedule your events

From your CLUB profile:

- Click EVENTS > SCHEDULE EVENTS.
- Select EVENT PRODUCER > EVENT NAME.
- Click MANAGE TEAMS.
- All eligible teams will populate in left box.
- Use the + button to move teams attending the event to the ADDED TEAM box.
- Click SAVE bottom right > SAVE again, top left.

4

Print required reports

For EACH event you are REQUIRED to submit these event-specific documents:

COMPLIANCE COVER SHEET & CLUB SUMMARY

From your club profile:

- Click REPORTS > COMPLIANCE COVER SHEET & CLUB SUMMARY.
- Select EVENT PRODUCER > EVENT NAME > CLUB LOCATION > GENERATE REPORT
- Verify the report is correct.
- Download, print and bring to the event.

USASF TEAM ROSTER

From your club profile:

- Click REPORTS > TEAM ROSTER.
- Select EVENT PRODUCER > EVENT NAME > CLUB LOCATION > GENERATE REPORT.
- Verify that the team roster includes the name of each participating coach, personnel and athlete for that team at that competition.
- Download, print and bring to the event.

Review the accuracy of both documents which bind the club owner and all coaches listed on the team rosters responsible for 100% accuracy. Incomplete/inaccurate rosters or ineligible owners, coaches, personnel or athletes are subject to disqualification and disciplinary review. Please review the [Code of Conduct & Compliance](#) carefully and understand that YOU will be held accountable!

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Need help?

BACKGROUND CHECKS: greenlight@usasf.net
CREDENTIALING: credentialing@usasf.net
GENERAL ASSISTANCE: support@usasf.net
VIDEO: [Are You Competition Ready?](#)
MEMBER RESOURCES > RESOURCES > THE VAULT