

# Road Map to

# STARTING A NEW PROGRAM

If you are new to All Star and considering membership, please note the following criteria required to become an eligible member.

## HOW TO GET THERE

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### Program Criteria

- Must meet the USASF program 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 USASF program member.
- \$150 annually.
- Go to USASF.net > Join Now > New User > *I am an owner.*
- If the owner of the new program has an existing coach profile in the USASF system (even if expired or associated with another program) please email [abruno@usasf.net](mailto:abruno@usasf.net) for assistance. DO NOT create a new program first — we will assist in creating your program profile so that we are able to merge your existing coach profile.
- Must agree to USASF Terms and Conditions.
- Must provide proof of insurance and upload to the program profile. All USASF member All Star programs 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.

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### Owner

- Owner who sets up program profile does not create a separate coach profile. When joining as new program, a coach profile is created (additional owners will join first as a coach then associate as an owner).
- Must complete eligibility requirements:
  1. Background Check.
  2. Athlete Protection Education.
- Complete Ownership Management/Legal Entity after eligibility requirements are met:
  1. Login to member account > Program Profile > My Profile > Locations > Location name > Ownership Management > Add Owners (**MUST HAVE BACKGROUND CHECK GREEN LIGHT AND ATHLETE PROTECTION EDUCATION CERTIFICATION**) > Add Ownership Percentage > Save.
  2. Return to My Profile > Location > Location name to open.
  3. Edit > Scroll to Legal Entity at bottom of page > Save.

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### Coaches

- Must join as USASF coach members and associate to program.
- \$30 annually.
- NEW USERS: Go to USASF.net > Join Now.
- EXISTING MEMBERS: Log in to existing coach profile to transfer to current program.
- If you acquire a coach that is currently, or has been a USASF coach, he/she must:
  1. Log in to his/her coach profile.
  2. Click DROP next to former program name.
  3. Click FIND to search for new program and request to add.
- Each coach is responsible for completing eligibility requirements through his/her coach profile:
  1. Background check - \$30 - valid for two seasons.
  2. Athlete Protection Education - \$20 - valid for two seasons.

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### Athletes

- Must join or renew as USASF athlete member.
- \$30 annually.
- Must upload birth certificate and photo to USASF athlete profile.
- Adult athletes on open teams (age 19 or older as of Dec. 31, 2020) must complete background checks and athlete protection education to be eligible.
- <https://www.usasf.net/membership-guide>.

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### Creating Teams/ Associating Rosters

- Must create teams in Program profile under Teams tab.
- Must associate accurate rosters to each sanctioned event attending through Program profile under Events tab.
- Must generate and print compliance cover sheet/program summary and team rosters through program profile under Reports tab and submit at event check in. Owners and coaches are held responsible for the accuracy of rosters.

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### Once you have joined

- Log in to your member account and review the many different Membership Resources available.

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### Need help?

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

