

Event Producer

Event Director

Training

2025-26 SEASON

Presented by
Heather Toper
compliance@usasf.net



Partnership in Compliance

- ★ Create consistency across all brands and events.
- ★ Eliminate disqualifications resulting from roster violations.
- ★ Align with the USASF Code of Conduct & Compliance standards.
- ★ Differentiate sanctioned events from non-sanctioned competitions.



Event Director Responsibilities

- Staff training for on-site issues
- Registration staff
- Roster verification
- Live check-in
- Warm-up room standards
- Compliance complaints
- Code of Conduct & Compliance standards
- Event sanctioning standards
- Close-out reports
- Scheduling USASF on-site staff (optional)



On-Site Registration Staff Collects:

Required:

- ✓ Signed *Compliance Cover Sheet & Club Summary*

Optional:

- ✓ *Team Roster* for each team



Compliance Cover Sheet & Club Summary

Confirm information on the report:

- Event Producer
- Event name and date
- DI or DII
- Total number of teams



Club:
Location Name:
Gym Size: ✓
Total Number of Teams: ✓

COMPLIANCE COVER SHEET & CLUB SUMMARY

FOR
✓ Champion Cheer Central, Inc.
✓ The Turkey Time Cheer and Dance Tournament | 11/8/2025

Cheer Haven All-Stars (PUK6WVFH)
1500 W Chestnut Street Washington PA 15301
Division II
11

COMPLIANCE STATEMENT & ACKNOWLEDGEMENT



Club Summary

- Confirm each coach.
- Confirm each Non-Coaching Representative **including Junior Coaches.**
- Ask if anyone is missing and add if needed.

Owners (all owners)								
	Preferred	First	Last	DOB	Building	Exp Date	Tumbling	Exp Date
✓1	Leigh	LEIGH	WILLIAMS	8/24/1984				

Coach Roster								
	Preferred	First	Last	DOB	Building	Exp Date	Tumbling	Exp Date
✓✓1	Kaitlin	Kaitlin	Mizikar	6/16/1980	6	5/31/2022	6	5/31/2022
✓✓2	Leigh	LEIGH	WILLIAMS	8/24/1984				
✓✓3	Mackenzie	Mackenzie	Lakomy	9/16/1994				
✓✓4	Marra	Marra	Mizikar	1/17/2001				
✓✓5	Victoria	Victoria	Smith	9/8/1994	3	5/31/2019	3	5/31/2019



Team Summary

Confirm each for accuracy with a check ✓ on the report:

- Team name
- Division
- Level
- Number of athletes
- Number of reserves

Optional:

- Coach signature/initials

Team Summary								
All Star Cheer								
	Team Name	Division	Level	Athletes(Act.)	Athletes(Res.)	# of crossovers	Coaches	Personnel
✓1	Rio	Youth 2	Level 2	17 (F=(17), M=(0))	0 (F=(0), M=(0))	10	2	0
✓2	Coastal	Junior Novice 1	Level 1	8 (F=(8), M=(0))	0 (F=(0), M=(0))	5	3	0
✓3	Island Crush	Tiny Novice	Level 1	13 (F=(13), M=(0))	0 (F=(0), M=(0))	0	4	0



Team Roster

Confirm:

- Event name and date
- Each coach name
- Each athlete name

Have team rep sign/initial.

U.S. ALL STAR FEDERATION		TEAM ROSTER	
USASF		FOR	
CLUB CHEER & DANCE TEAMS		Champion Cheer Central, Inc.	
The Turkey Time Cheer and Dance Tournament 11/8/2025			
Team Name:	Rio	Program:	Cheer Haven All-Stars
	Cheer, Competitive	Member ID:	PUK6WVFH
Division:	Youth 2 - Level 2	Location:	1500 W Chestnut Street Washington PA 15301
Total Athletes (Active):	17 (F=(17), M=(0))	Division Status:	Division II
Total Athletes (Reserve):	0 (F=(0), M=(0))	Total Teams:	11

Coaches (2)								
	Preferred	First	Last	DOB	Building	Exp Date	Tumbling	Exp Date
1	Leigh	LEIGH	WILLIAMS	8/24/1984				
2	Marra	Marra	Mizikar	1/17/2001				

Active Athletes - Females (17)					
	Preferred	First	Last	DOB	Member ID
1	Aaliyah	Aaliyah	Golya	10/1/2013	AU5Q5T75
2	Airionna	Airionna	Megyesy	11/2/2014	AUQG438Y
3	Hannah	Hannah	Spalla	8/11/2013	AP34K54F
4	Hazel	Hazel	Cross	4/19/2013	AU45WRSK
5	Joanna	Joanna	Coates	8/16/2014	AUQ78C38
6	Jolayna	Jolayna	Monroe	2/11/2013	AU15U2F9
7	Kalia	Kalia	Salvini	4/11/2014	AUC14954
8	Kayleigh	Kayleigh	Miner	9/29/2014	AU8RGi84
9	Kendall	Kendall	McKinney	10/16/2015	AU73H751
10	Lennox	Lennox	Phillips	8/29/2015	AUYU38WF
11	Lucy	Lucy	Motor	5/18/2015	AU2774CX
12	Maddie	Madelyn	Smith	5/7/2015	AU2DWW1B
13	Mila	Mila	Kennedy	1/28/2014	AU1UK1H4
14	Mystique	Mystique	Mendez	2/20/2014	AUPCZU3G
15	Rowan	Rowan	Workmaster	3/17/2014	AUFA4K3Y
16	Sophia	Sophia	McKinney	9/15/2013	AU8IMM57
17	Teagy	Teagan	Crawford	3/4/2015	AU89W148

Printed on 10/14/2025 at 20:21:42 EST

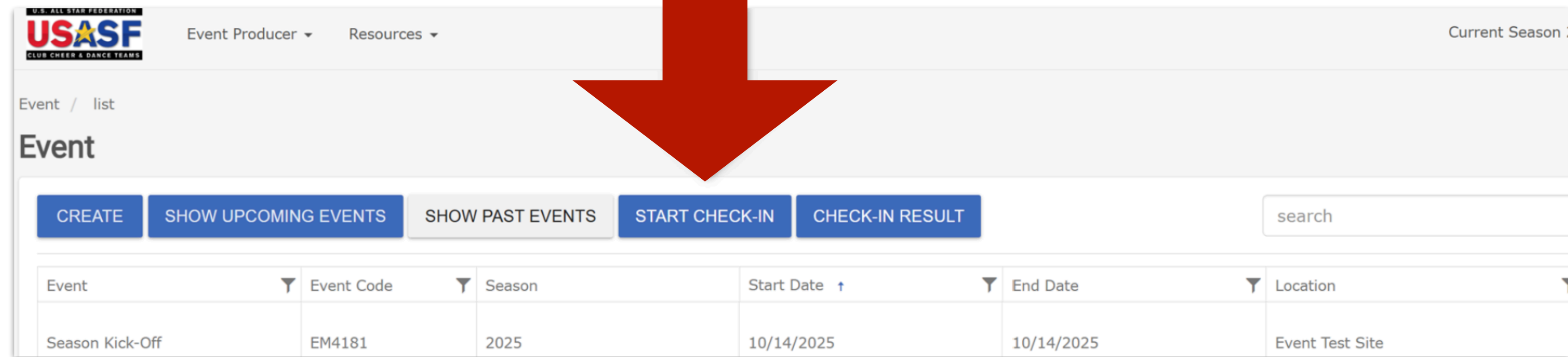
Page: 1



Check-In



Check-In: Laptop

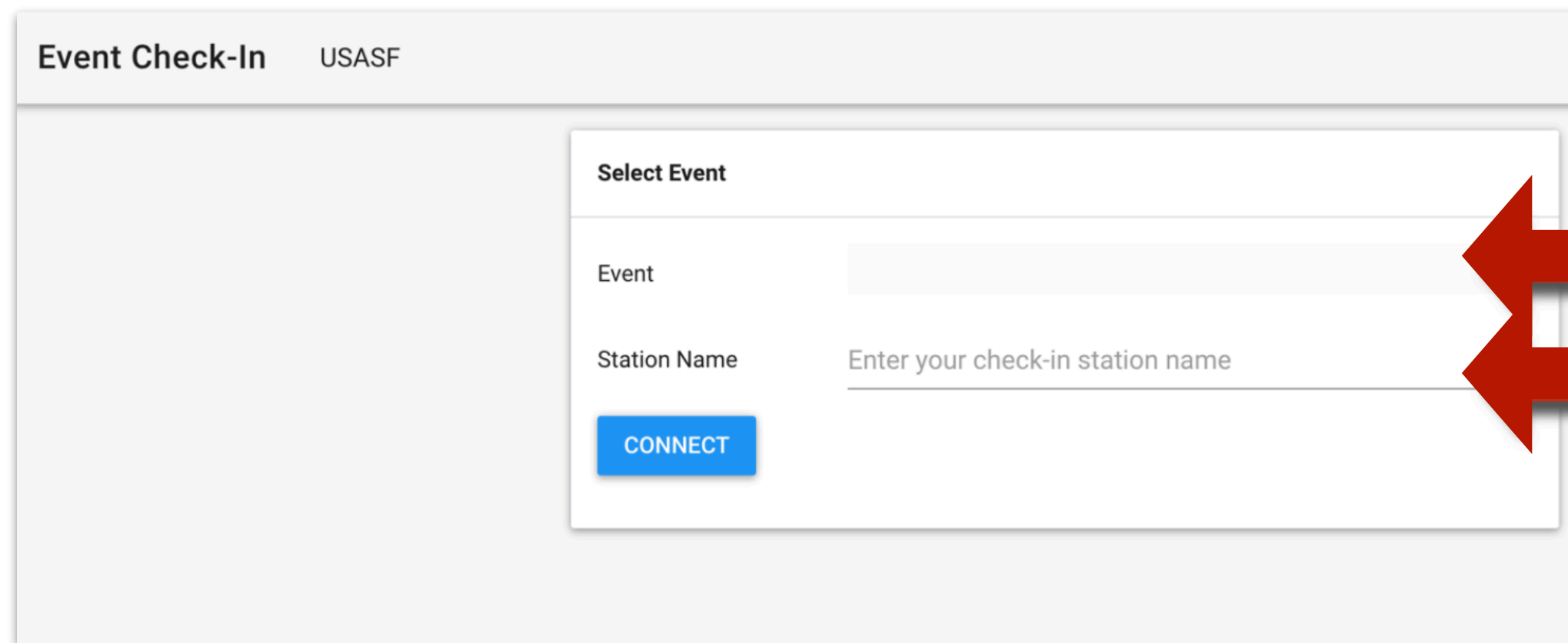


The screenshot shows the USASF Event list page. At the top, there is a navigation bar with the USASF logo, 'Event Producer', 'Resources', and 'Current Season 2'. Below this is a breadcrumb 'Event / list' and a section header 'Event'. A row of buttons includes 'CREATE', 'SHOW UPCOMING EVENTS', 'SHOW PAST EVENTS', 'START CHECK-IN', and 'CHECK-IN RESULT', followed by a search bar. Below the buttons is a table with the following data:

Event	Event Code	Season	Start Date	End Date	Location
Season Kick-Off	EM4181	2025	10/14/2025	10/14/2025	Event Test Site



Check-In: Laptop



Event Check-In USASF

Select Event

Event

Station Name

CONNECT

1. Choose event from drop-down menu or type event name.
2. Type your name or initials.



Check-In: Laptop

Event Check-In

USASF

Online

Heather

Season Kick-Off

Log

10/14/2025 02:22 PM Heather station has joined

Check-In Panel

Coach

Off

On

Personnel

Off

On

Junior Personnel

Off

On

Owner

Off

On

Type to search

Status	Check-In Time	Preferred First Na...	Legal First Name	Last Name	Profile Type	Club	Team	Checked In With	Checked In By
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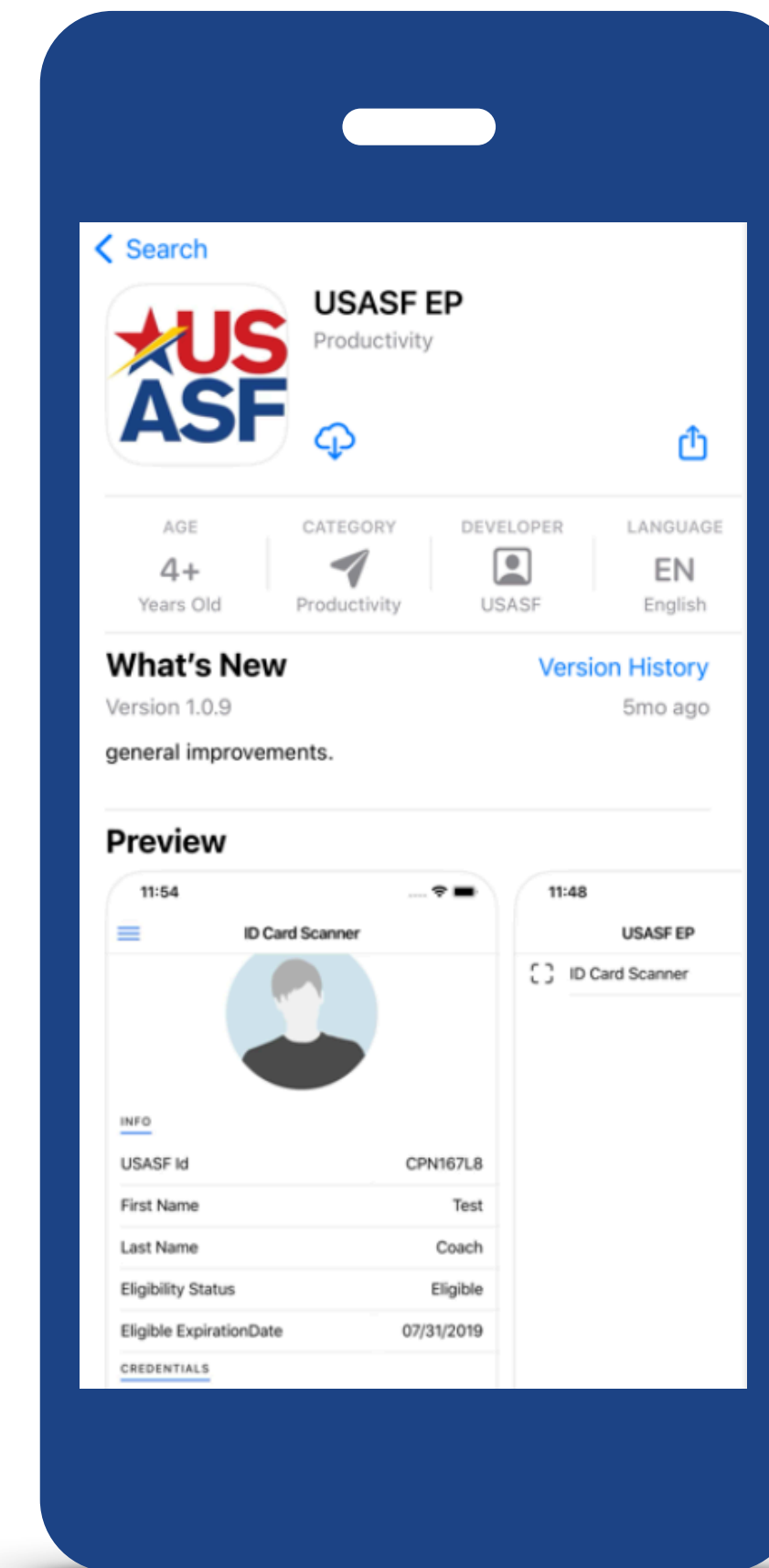
Check-In: EP App

Live check-in on the
USASF EP app is for
member
coaches and
owners only.



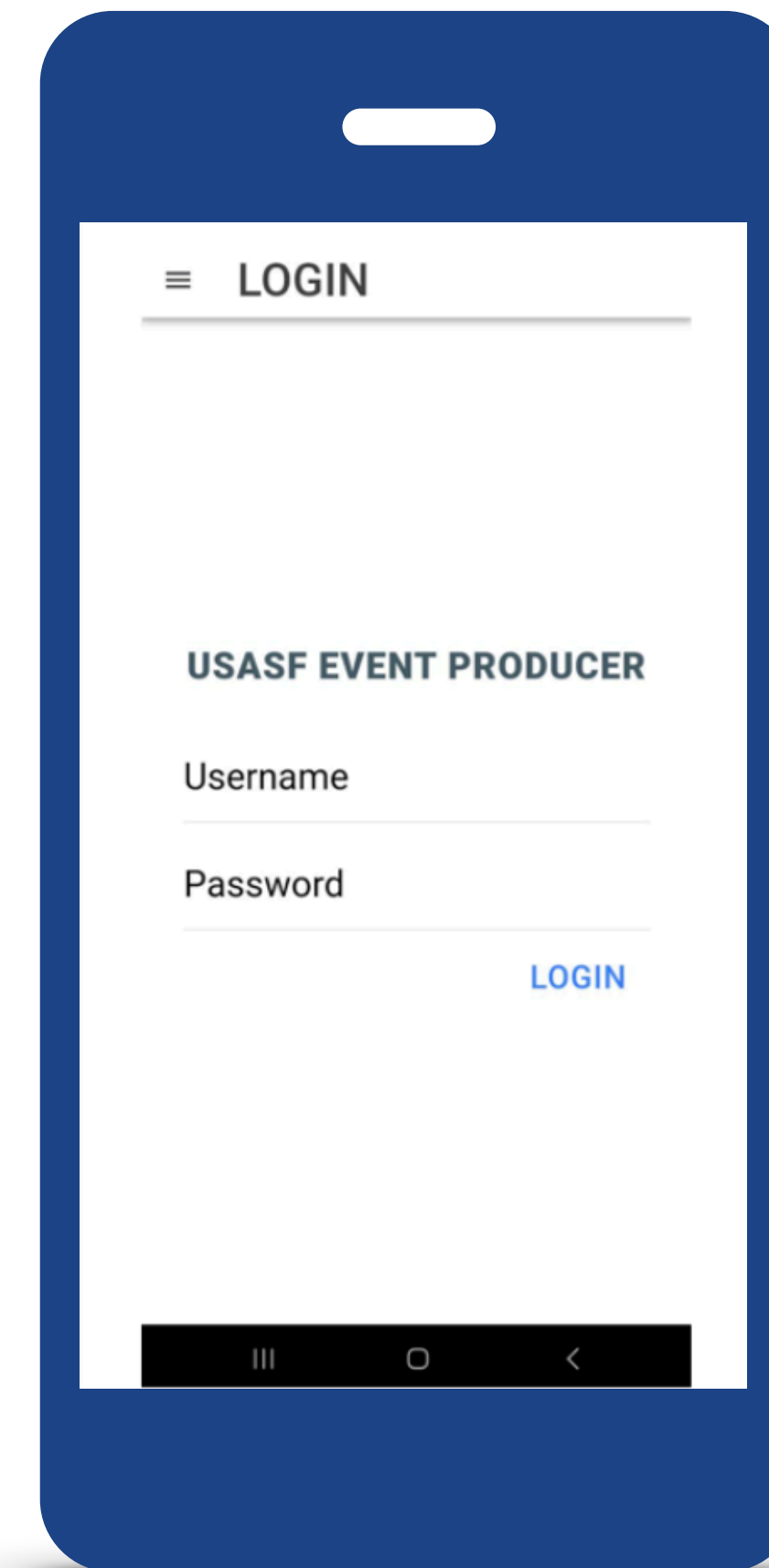
Check-In: EP App

Search
USASF EP
in your app store.



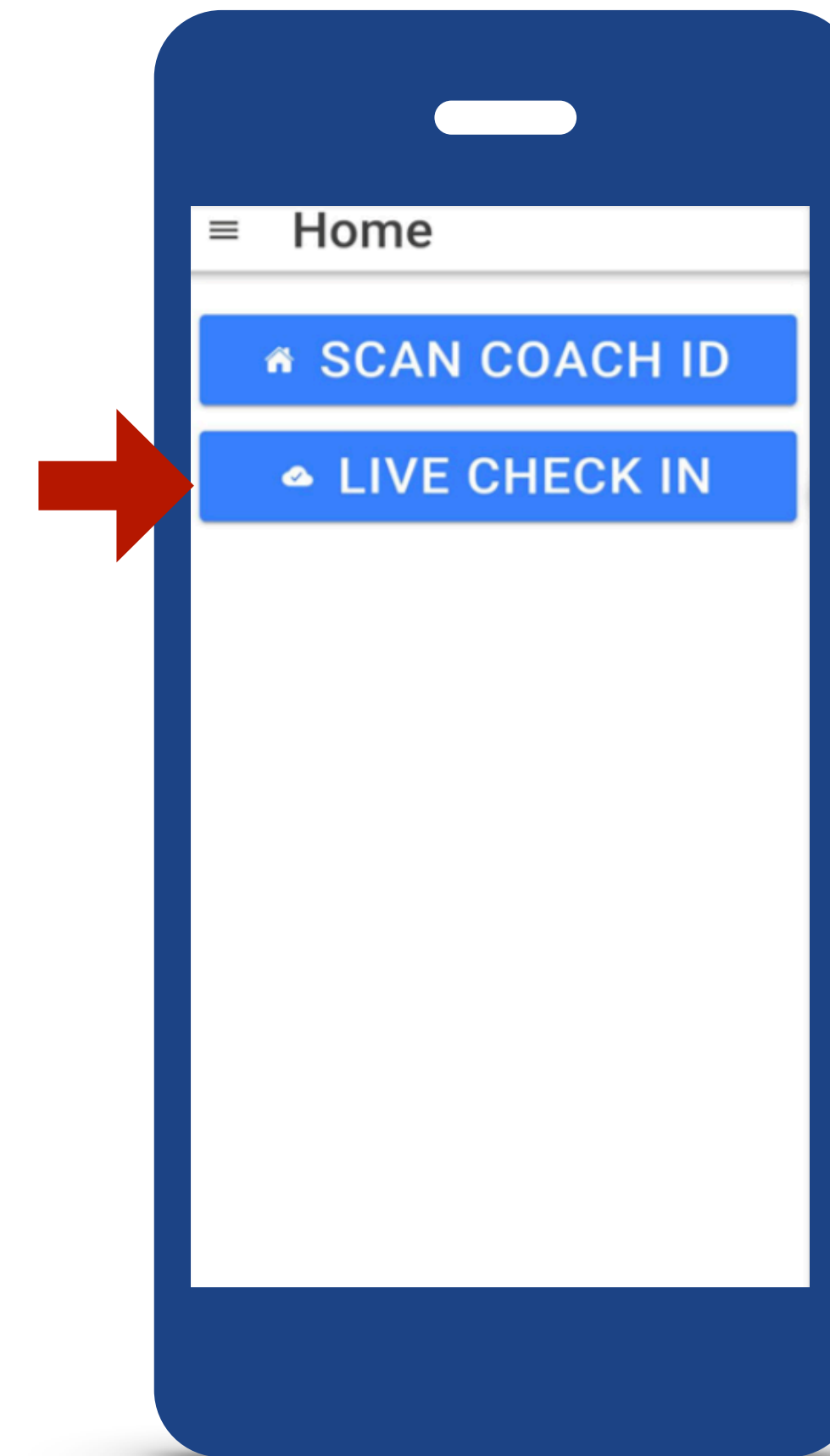
Check-In: EP App

Enter
username
and password.



Check-In: EP App

Open and select
LIVE CHECK IN.



Check-In: EP App

Enter:

1. Event Code
2. Login

Event

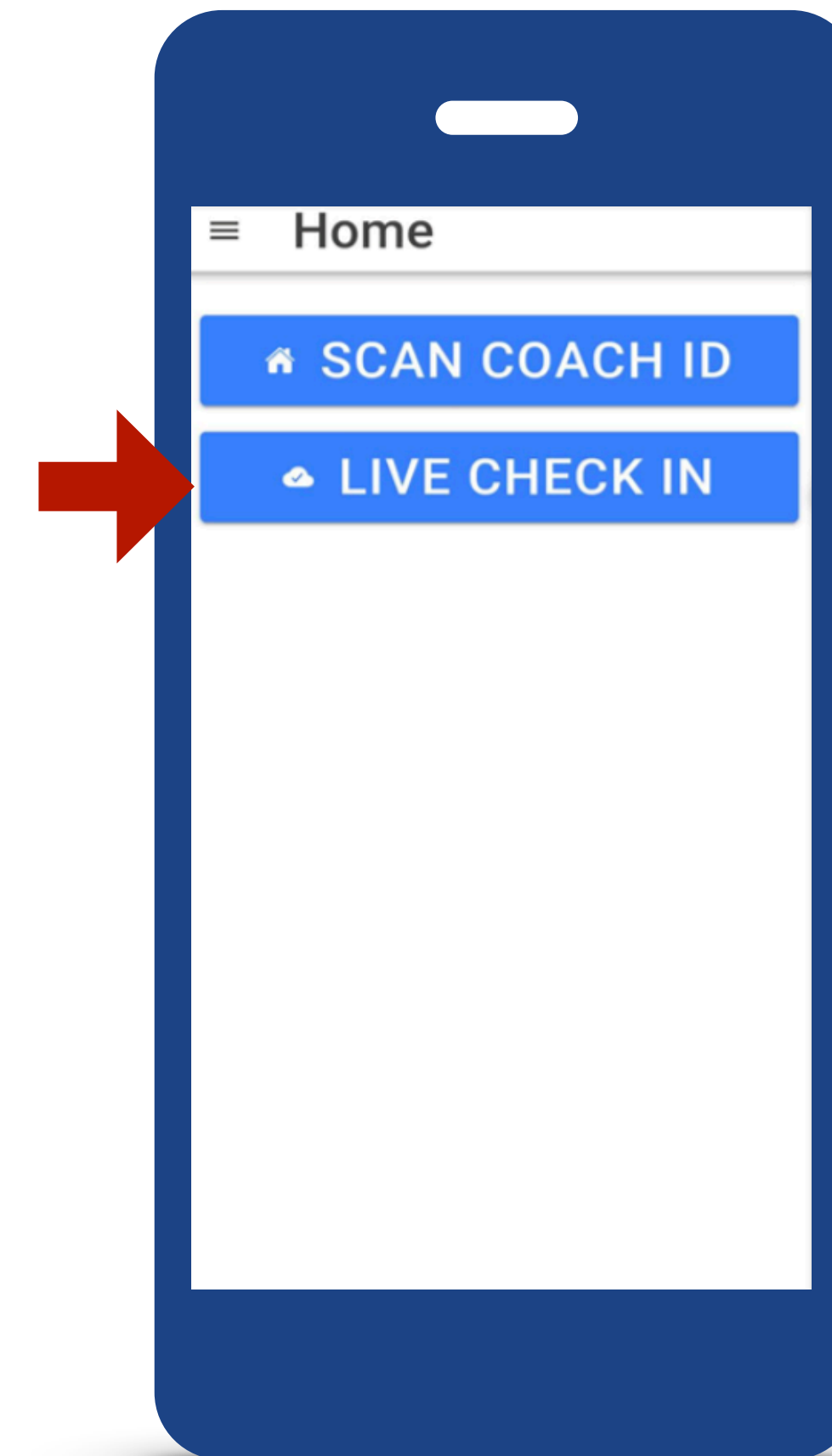
CREATE

SHOW UPCOMING EVENTS

SHOW PAST EVENTS

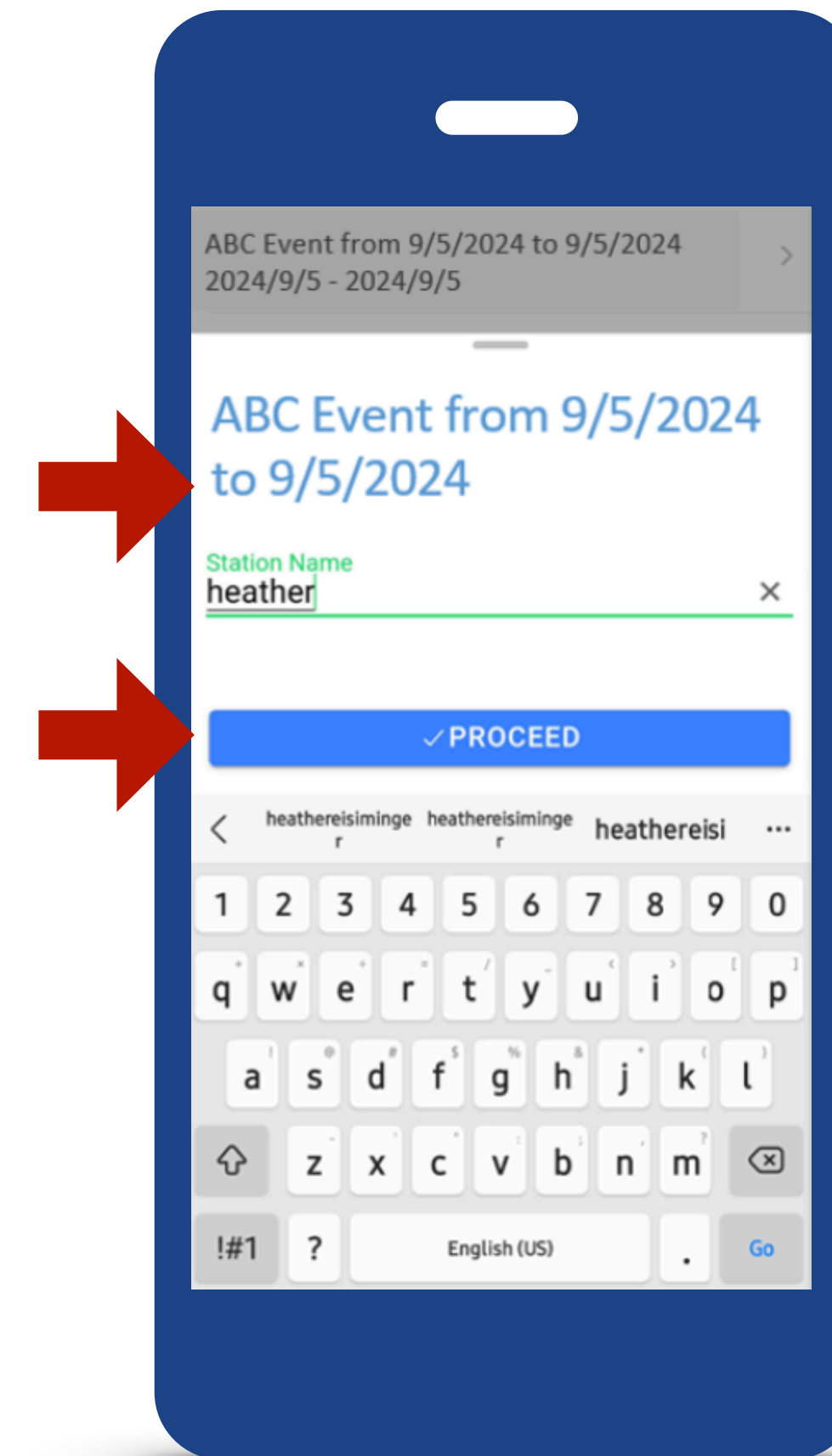
Event	Event Code	Season
Season Kick-Off	KX0240	2025

Event codes are listed in your Event Producer profile under EVENTS.



Check-In: EP App

1. Enter station name.
2. Click PROCEED.



Check-In: EP App

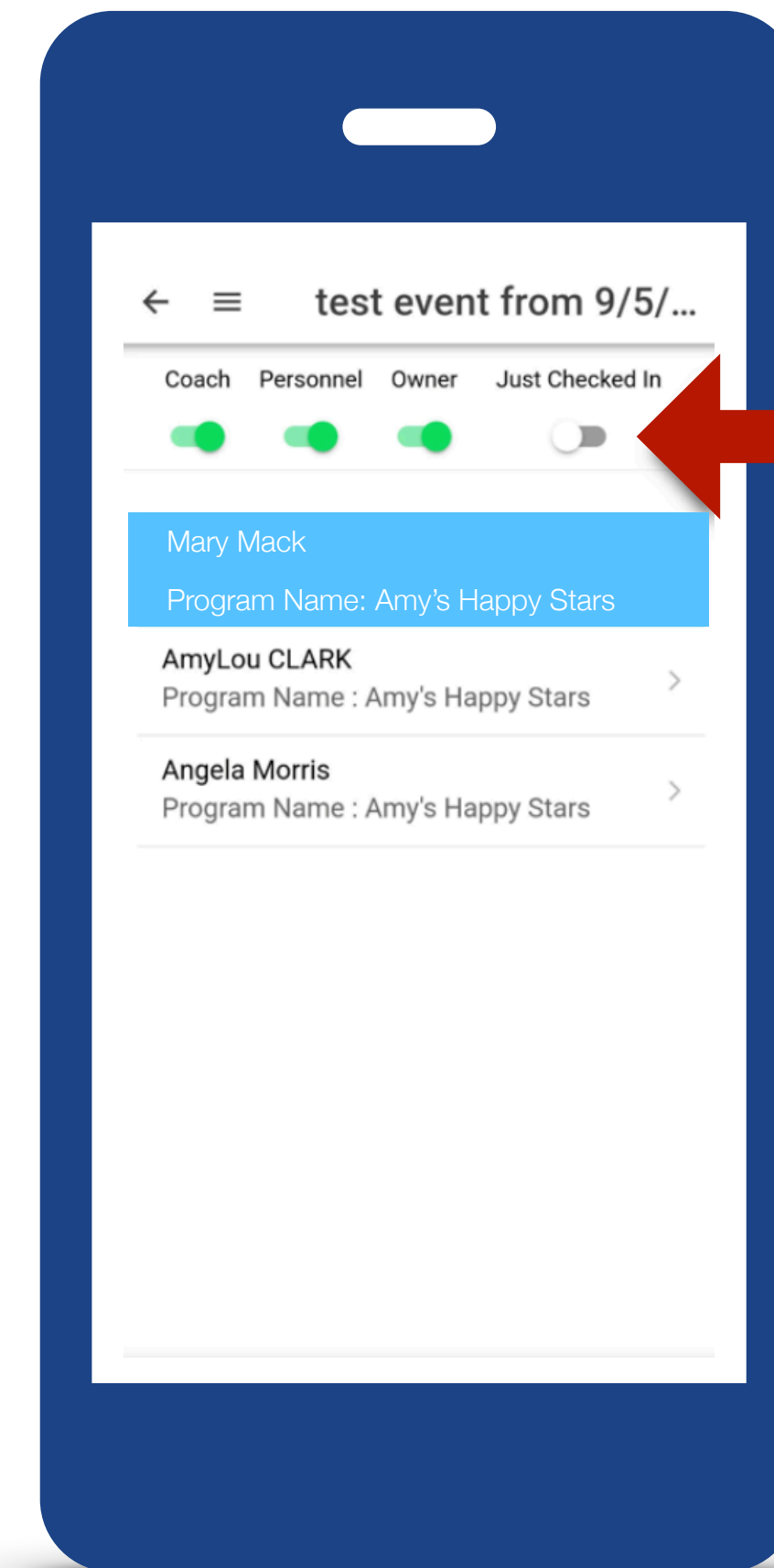
Scan the QR code from the coach app.



Check-In: EP App

Confirm Coach,
Non-Coaching Representative
or Club Owner.

The JUST CHECKED IN
switch will turn green



Background Checks

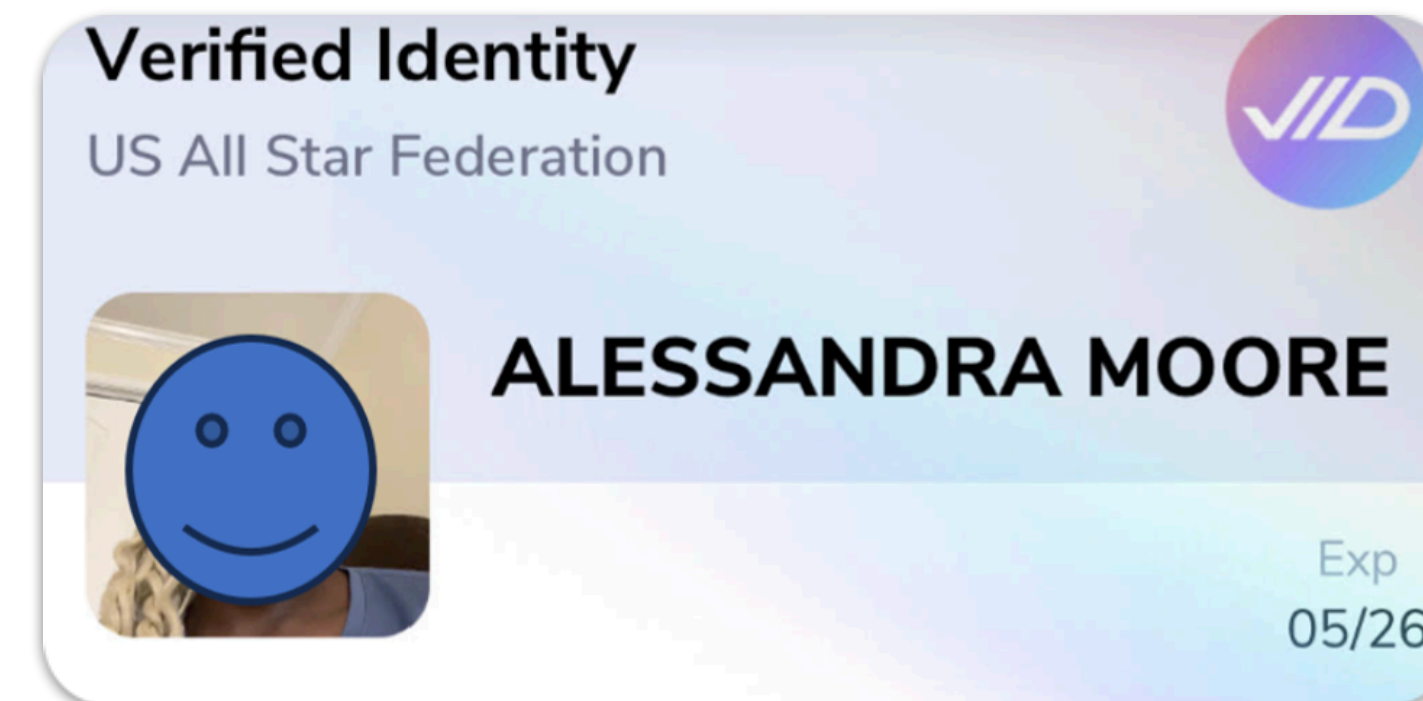
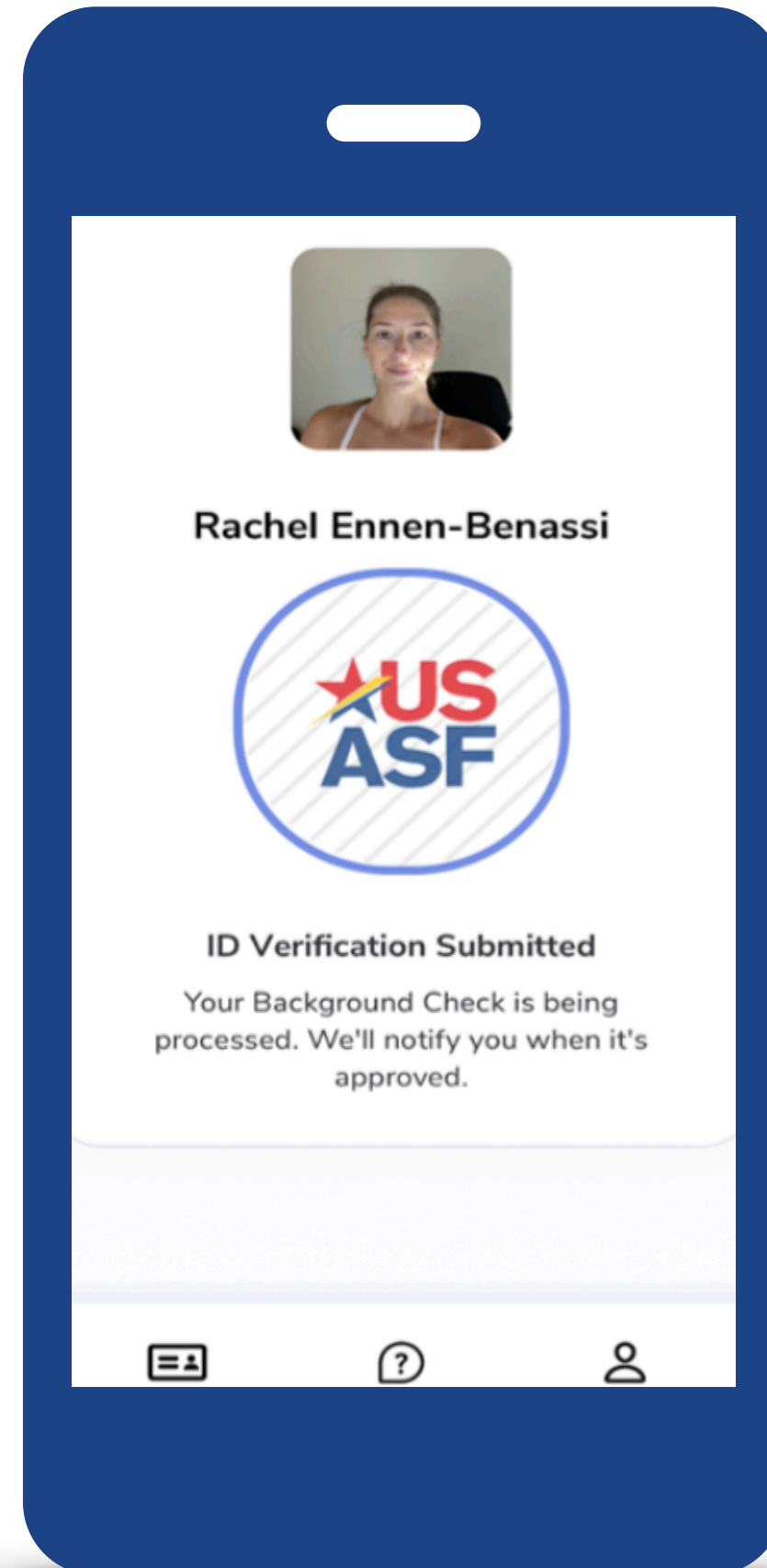
- Emails from JDP stating a member has passed a background screening will not be accepted.
- Screenshots of vID notifications from JDP are simply proof that the photo and ID uploaded are a verified match and **DO NOT** imply a green light status.
- The member profile must say **ELIGIBLE**.

NO EXCEPTIONS!



vID Screenshots

DO NOT ACCEPT!



Proof of Eligibility

1. Ask Coach to log in to the USASF Coach app.
2. Go to ID card.
3. If no card appears, **they are NOT eligible**.
4. For additional support, contact the Weekend On-Call staff.



Exhibition & Event Trial Teams

Non-Member Identity Verification

Two-step eligibility verification process:

1. JDP badge
2. Name on the non-member background screening NO ALERTS list

NO EXCEPTIONS!

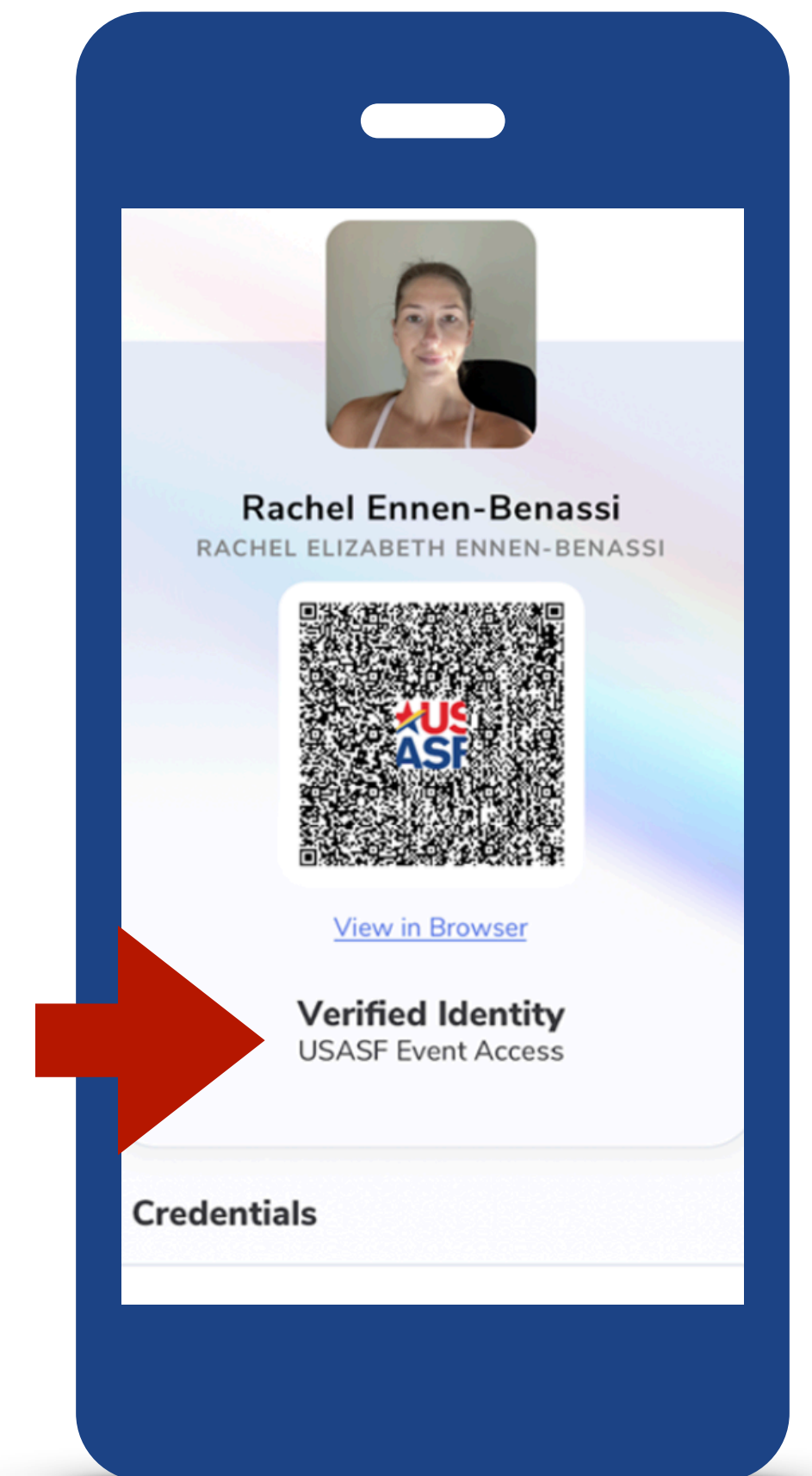


Event Trial Teams

Non-member Background Screening No Alerts List

From your EP member portal, go to:

- › Event Producer Resources
- › Event Trial Process
- › *Non-member Background Screening No Alerts List*

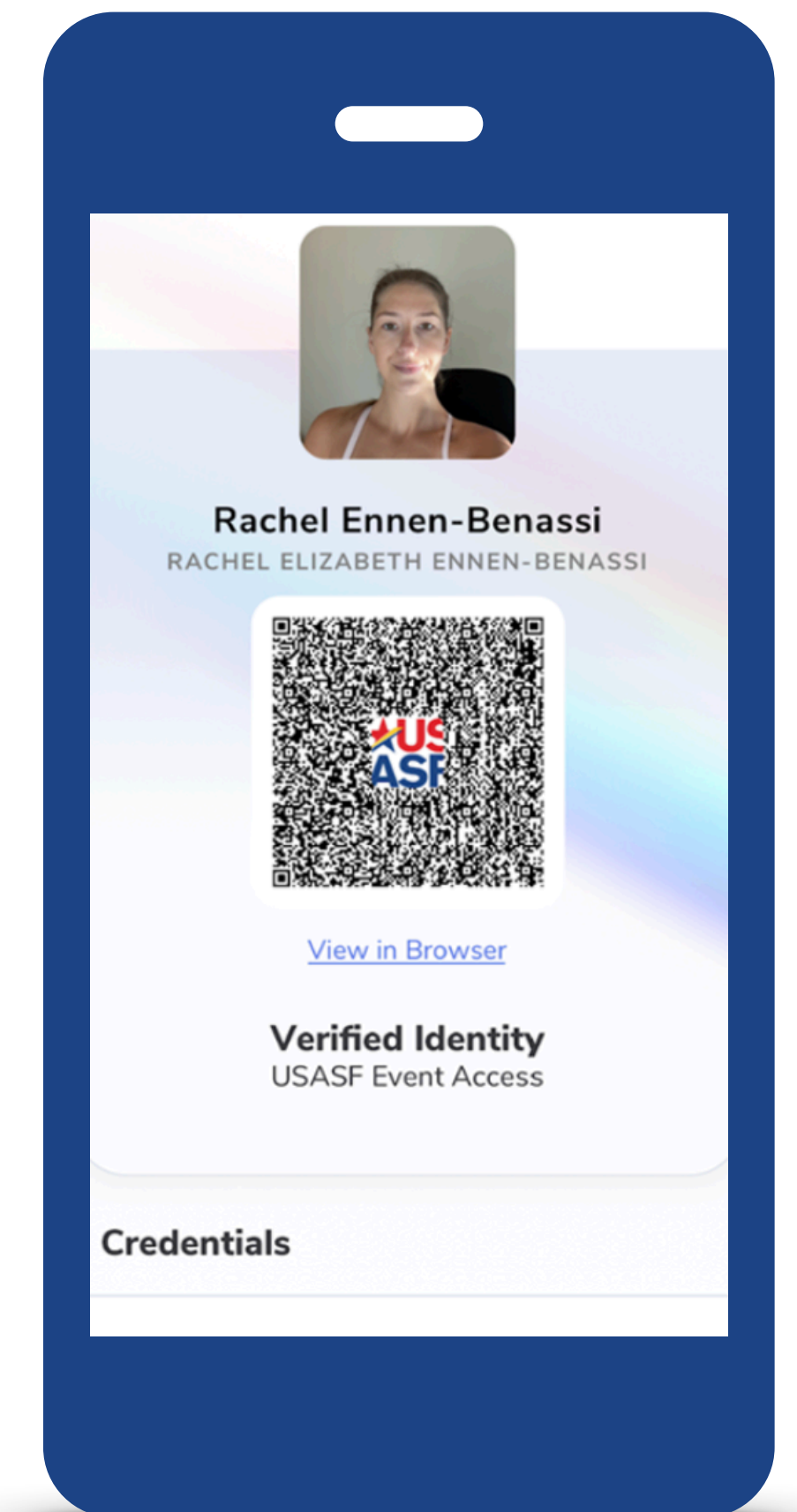


Event Trial Teams

Non-Member Background Screening No Alerts List

From your EP member portal, go to:

- > EP Resources
- > Event Trial Process
- > *Non-member Background Screening No Alerts List*



Exhibition/Event Trial Teams

Non-Member Background Screening No Alerts List

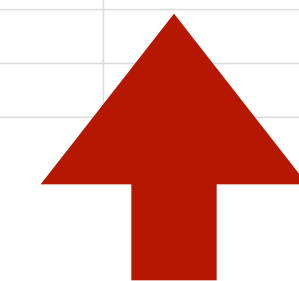
USASF NON-MEMBER NO ALERTS LIST 2025

Search for tools, help, and more (Option + Q)

File Home Insert Share Page Layout Formulas Data Review View Help Draw

Undo Paste Clipboard Aptos Narrow (B... 11 A^ A^ B I U D Font Alignment Wrap Text Merge & Center General Number Conditional Formatting Format As Table Cell Styles Insert

	A	B	C	D	E	F
1	Client Name	Case Number/File Number	Consumer Name	Consumer email address	Date Background Completed	Report Decision
2	USASF Non-Member	250930-04006227	KAJA CARR	kajacarr@gmail.com	9/30/2025	No Alerts
3	USASF Non-Member	251001-04007184	EMMA KIRKHAM	emma.kirkham@gmail.com	10/1/2025	No Alerts
4	USASF Non-Member	251001-04007064	AUTUMN BALLARD	mautumn1999@gmail.com	10/1/2025	No Alerts
5	USASF Non-Member	251001-04007144	KAILYNN WHIPPLE	kailynnk@icloud.com	10/2/2025	No Alerts
6	USASF Non-Member	250929-04005033	ALYSE PERRY	aperry@pingwinmastics.com	10/3/2025	No Alerts
7	USASF Non-Member	251006-04015978	JESSICA WILSON	wilsonjess487@gmail.com	10/6/2025	No Alerts
8	USASF Non-Member	251006-04015980	JESSICA WILSON	wilsonjess487@gmail.com	10/6/2025	No Alerts
9						
10						



Event Trial Teams

An Event Trial team may participate in only one sanctioned competition per season.

A club may enter different teams in different sanctioned competitions.

Adult participants must submit background screenings through the JDP non-member screening portal.



Exhibition/Event Trial Links

Event Trial Links:

- [Event Trial Team Submission Form](#)
- [JDP Non-Member Background Screening Portal Instructions](#)
- [Non-Member Background Screening No Alerts List](#)

Reminders:

- ✓ Verify rosters are within age-grid parameters for the division.
- ✓ All adult participants must be listed on the *Non-Member No Alerts List* to access restricted areas (warm-ups).



Event Trial Team Info Checklist

Event Details

- ✓ Event Name
- ✓ Event Date

Club Information

- ✓ Club Name

Team Information

- ✓ Team Name
- ✓ Division and Level
- ✓ Athlete Count

Team Contact Information

- ✓ Team Contact Name
- ✓ Team Contact Email Address



Warm-up Room Access

Staff Training Recommendations

- Ineligible List: Print and have in warm-up area.
- Green light wristbands.
- Know colors associated with USASF member coaches and Non-Coaching Reps.
- Require everyone to lift their arm, pull back their sleeve and shake the band to show that it is not stapled or taped together.
- Injury Protocol: Know how to report changes on rosters.



Reporting Requirements

Non-Compliance Incident Reports must be submitted for all non compliance issues **within 72 hours** of the infraction.

Non-Incident Reporting Form:

From your EP member portal, go to:

- › Event Producer Resources
- › Event Information for Event Producers
- › Event Disciplinary Process
- › *Non-Compliance Incident Report*



Event Producer Resources

U.S. ALL STAR FEDERATION

USASF

CLUB CHEER & DANCE TEAMS

Event Producer ▾

Resources ▾

Profile



ABC Events

Eligibility Status

Eligible  For Season

2025 to 2026

Membership

Active

expires on

05/31/2026

Last Payment Date

06/10/2025

Tier Designation

Diamond

Events

[View Event\(s\)](#)

[View Profile](#)

→

Quick Links

- [Event Producer Resources](#)

Close

Event Participation

Officials

Event

Sta

◀

◁

0

▷

▶

10

▼

items per page



Event Producer Resources



All Star Cheer ▾ All Star Dance ▾ Exceptional Athletes ▾ Events ▾ Directories & Resources ▾ Help Hub ▾

- Cheer
- Dance

+ Benefits

+ Program Roster API

Event Producer Resources

+ Event Sanctioning Standards

+ Legality Officials

+ Cheer Prop Approvals

+ Age Grid & Rules

+ DI / DII Eligibility

+ Awarding Bids in Database

Event Information For Event Producers

+ Closeout Report

+ Resources for Rules and Safety

+ Event Staff Training

+ Event Disciplinary Process

+ Paid Locations Report

+ Exceptional Athletes



The Code

USASF MEMBER RESOURCES

EVENT PRODUCERS

Providing tools to help you succeed in All Star

Code Of Conduct & Compliance
Click to Download for the [2025-2026 Season](#)

General Membership Guidelines

- [Diamond, Platinum & Gold](#)
- [Silver & Bronze](#)

Silver And Bronze Membership Application
[Application for Silver and Bronze Membership](#)

Event Producer Member Agreement

- [Worlds Bid Event Producer Member](#)
- [Silver & Bronze Event Producer Member](#)

Worlds Bid Application
[Application for Diamond, Platinum, or Gold Membership](#)

Worlds Bids Guidelines Approval Process



MEMBER
U.S. ALL STAR FEDERATION
USASF
CLUB CHEER • DANCE TEAMS
EVENT PRODUCER

Event Producer Resources

- Event Sanctioning Standards
 - [Cheer](#)
 - [Dance](#)
 - [Routine Interruption](#)



Compliance Requirements

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[Application for Diamond, Platinum, or Gold Membership](#)

Worlds Bids Guidelines Approval Process



Event Producer Resources

- Event Sanctioning Standards
 - [Cheer](#)
 - [Dance](#)
 - [Routine Interruption](#)



Event Compliance

Event Producer Compliance Sanctioned Competitions

(This information may also be found in Section 6.2 of the Code of Conduct and Compliance and is duplicated here for convenience.)

Section 6.2: Sanctioned Competitions

C. For any USASF sanctioned Competition with All Star Classification, Event Producer Members must comply with the following provisions:

1. Event Producers must verify that every team representing a USASF Member Club competing in an All Star division has an official USASF roster associated to such Competition. This may not be applicable to teams representing USASF Member Clubs in the All Star Event Trial and All Star Exhibition Classifications.
2. When Event Producers are notified by Member Clubs of any roster changes made (a) after the Competition locks or (b) after the team checked in, but before the team takes the floor, the Event Producer must make such changes to locked rosters to which they were notified prior to the Competition closeout.
3. Event Producers must verify all Adult Members' eligibility and identification at sanctioned Events prior to providing credentials (i.e. wristbands, lanyards, etc.) which permit access to restricted areas.
4. Event Producers must have a process by which they manage and monitor access to restricted areas (i.e. warm up, backstage, etc.).
5. Event Producers must ensure their USASF sanctioned Competition stays a NO RECRUITING ZONE.
6. During its USASF sanctioned Competition, the Event Producer must, to the best of its ability, investigate, address and resolve any reports or allegations of noncompliance by Members in attendance, this includes roster violations.
7. Event Producers must disqualify teams with Roster violations, and if applicable, revoke awarded bids to the Cheerleading or Dance Worlds. This includes roster violations adjudicated by the USASF post-Competition.
8. Within 72 hours after the conclusion of the Competition:
 - a. Event Producer must complete close out reports;
 - b. Assign World bids in the Member profile (if applicable); and
 - c. Using the Event Producer Reporting form for Non-Compliance the Event Producer will submit the details for non-compliance violations that were reported, investigated and resolved at the Competition and the action that was taken by the Event Producer:
 - i. Non-compliance that was resolved on site with no action taken,
 - ii. Non-compliance, including roster violations, that resulted in a warning, disqualification and/or removal from the Competition.



Event Compliance

Section 6.3: Drugs and/or Alcohol

- A. The possession and/or consumption of alcohol and/or illegal drugs in restricted areas (i.e. warm up, backstage) at USASF sanctioned Events is prohibited and must be immediately removed from the Competition. If any Member is found in violation of this provision and/or removed from the Competition, the Event Producer Member must report the violation using the Event Producer Reporting form for Non-Compliance within 72 hours of the Competition.
- B. Any Member perceived to be under the influence of alcohol or illegal drugs at a USASF sanctioned Competition must be immediately removed from the Competition. If any Member is removed under this provision, the Event Producer Member must report such removal using the Event Producer Reporting form for Non-Compliance within 72 hours of the Competition.



Event Compliance

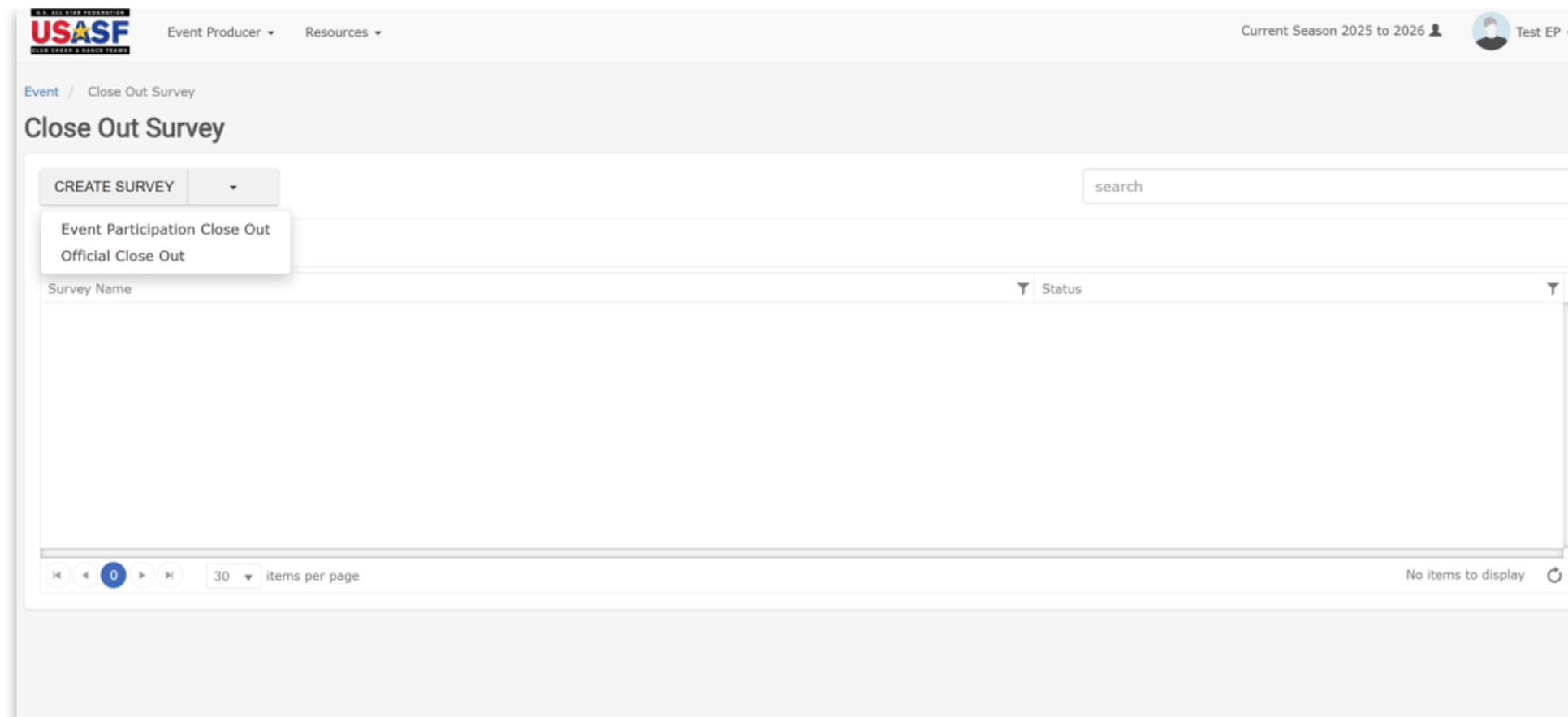
Section 6.4: Soliciting and/or Recruiting

- A. All USASF sanctioned Events are NO RECRUITING zones.
- B. Members may not participate in or allow soliciting/recruiting of Athletes to other Member Clubs while attending a USASF sanctioned Competition.
- C. For the purposes of this Section, soliciting and/or recruiting at sanctioned events includes, but is not limited to:
 - 1. Any display of general brand-promotional items with the intent to solicit and/or recruit the Athlete to join a different Member Club (For example: T-shirts, banners, pop- up displays or tents that provide Member Club contact information including social media handles.)
 - 2. Distributing any type of advertising, such as business cards, brochures, T-shirts, banners or flyers;
 - 3. Advertising another specific Competition that would attract Athletes from Member Clubs (e.g., printed or digital material that includes the phone number, website, social media information, Competition date and/or location of other Competition); and/or
 - 4. Communicating (including text and/or social media messaging) with an Athlete and/or their parent/guardian, while at a USASF sanctioned Competition, with the intent to solicit and/or recruit them to a different Member Club.

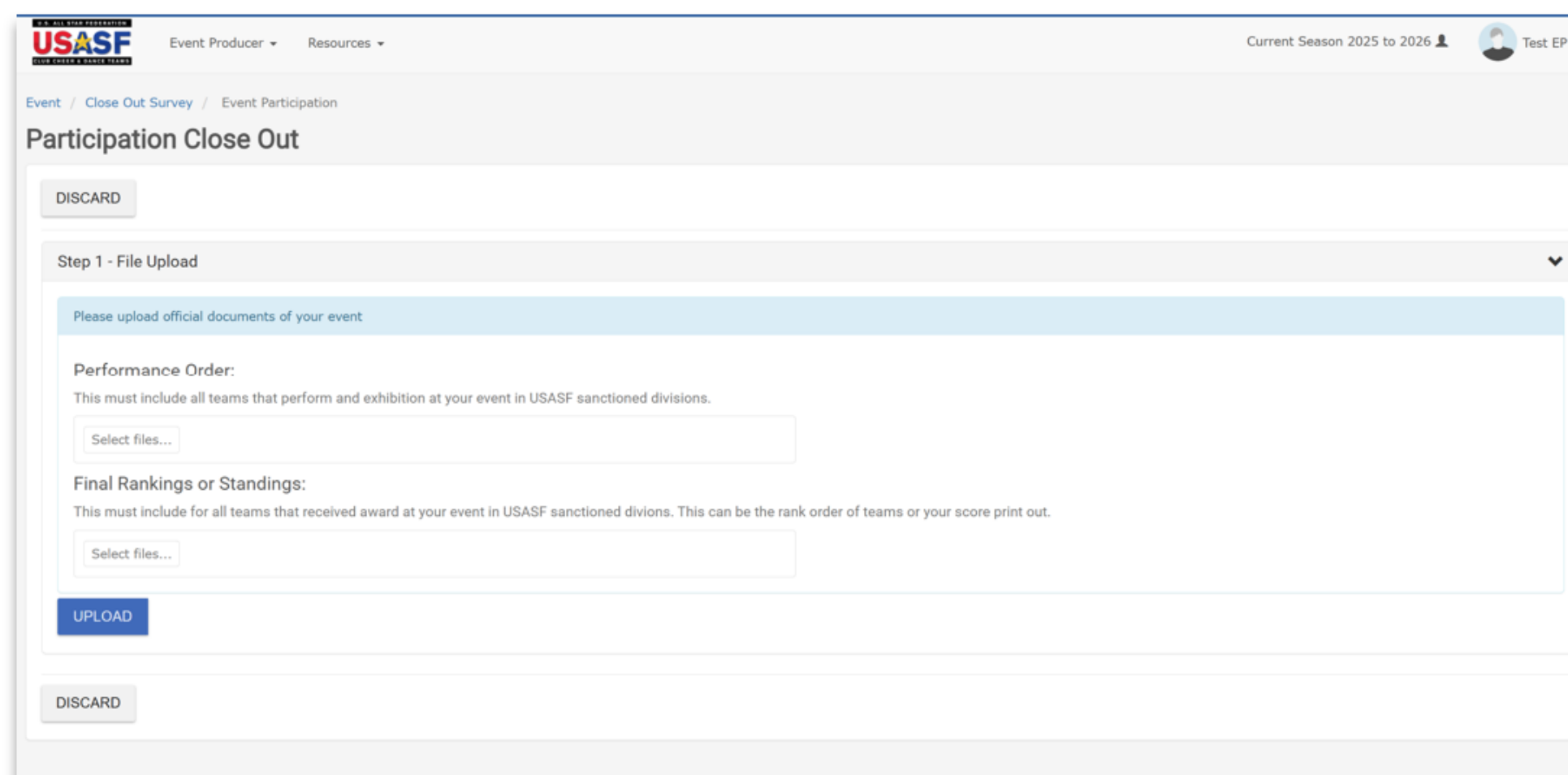


Close-out Process

1-Day Event



The screenshot shows the 'Close Out Survey' page in the USASF system. At the top, there's a navigation bar with the USASF logo, 'Event Producer' and 'Resources' dropdowns, and a user profile 'Test EP'. Below the navigation bar, the page title is 'Close Out Survey'. A 'CREATE SURVEY' button is visible, with a dropdown menu showing 'Event Participation Close Out' and 'Official Close Out'. A search bar is also present. The main content area is a table with columns 'Survey Name' and 'Status'. The table is currently empty, and a message at the bottom right states 'No items to display'. The footer shows '30 items per page'.



The screenshot shows the 'Participation Close Out' page in the USASF system. At the top, there's a navigation bar with the USASF logo, 'Event Producer' and 'Resources' dropdowns, and a user profile 'Test EP'. Below the navigation bar, the page title is 'Participation Close Out'. A 'DISCARD' button is visible. The main content area is titled 'Step 1 - File Upload' and contains a section for uploading official documents. It includes a 'Performance Order' section with a 'Select files...' button and a 'Final Rankings or Standings' section with a 'Select files...' button. An 'UPLOAD' button is at the bottom of the upload section. A 'DISCARD' button is also visible at the bottom of the page.



Close-out Process

2-Day Event

Event Producer ▾Resources ▾

Current Season 2025 to 2026 👤 Test EP ▾

Event / Close Out Survey

Close Out Survey

CREATE SURVEY ▾

search

Event Participation Close Out

Official Close Out

Survey Name

Status

0

30 items per page

No items to display

Participation Close Out

DISCARD

Step 1 - File Upload ▾

Please upload official documents of your event

Day 1

Performance Order:
This must include all teams that perform and exhibition at your event in USASF sanctioned divisions.

Select files...

Kat.jpg 509.97 KB

Final Rankings or Standings:
This must include for all teams that received award at your event in USASF sanctioned divisions. This can be the rank order of teams or your score print out.

Select files...

Kat.jpg 509.97 KB

Day 2

Performance Order:
This must include all teams that perform and exhibition at your event in USASF sanctioned divisions.

Select files...

Kat.jpg 509.97 KB

Final Rankings or Standings:
This must include for all teams that received award at your event in USASF sanctioned divisions. This can be the rank order of teams or your score print out.

Select files...

Kat.jpg 509.97 KB

UPLOAD



Support

Competition Weekend – USASF Support

We're Here for You All Weekend Long!

The USASF Support Team will be available throughout the competition season to assist with Member-related issues and help make sure your event runs smoothly.

On-Call Support Hours

Day	Available Time
Friday	4:00 PM ET – 9:00 PM PT
Saturday	7:00 AM ET – 9:00 PM PT
Sunday	7:00 AM ET – 9:00 PM PT

On-Call Assistance

- Event Producers will receive the on-call staff person's information every Thursday before competition weekend.
- If an issue requires more detailed assistance, a Zoom link will be shared individually for real-time resolution.

Contact Information

USASF Competition Weekend Support: (901) 664-2083

* On-Call Dance Legalities: (703) 606-0636

* On-Call Cheer Legalities: (949) 505-4766

For EP use only. Do not share! Hours not subject to the above.

Your USASF Team is Here to Help

From troubleshooting member accounts to resolving competition-day challenges — we're just a call or click away!



Scheduling On-Site USASF Staff

USASF has a **Compliance Support Team** to assist at your event.

Our experienced staff can provide training, hands-on guidance and real-time compliance support throughout your competition weekend.

If you are interested in having Compliance Support at your event, complete the request form using the link below or contact compliance@usasf.net.

[USASF On-Site Staff Request](#)



We're Here to Support You!

Compliance-Related Inquiries

Heather Toper

compliance@usasf.net

Compliance Registration Specialist

Kristin Batista

kristin@usasf.net

Member Engagement

Robin Galik

rgalik@usasf.net

Member Support

Member Services

support@usasf.net

Background Screenings

Greenlight Team

greenlight@usasf.net

