

Creating the USASF Official Team Roster



Confirm club owner eligibility.

- All club owners must show as ELIGIBLE in the USASF member system before creating teams. Eligibility requires:
 1. Paid USASF membership fee (expiration 5/31/2026)
 2. Background screening with no alerts/green light determination (expiration 5/31/2026)
 3. Completed abuse prevention training (expiration 5/31/2026)
 4. Ownership percentage assigned to each owner



Confirm athlete eligibility.

- All athletes 18 years and older BEFORE 6/1/2025, must complete:
 1. Background screening with no alerts/green light determination (expiration 5/31/2026)
 2. Abuse prevention training (expiration 5/31/2026)
- Athletes who are 17 turning 18 BEFORE 6/1/2026 must complete abuse prevention training (expiration 5/31/2026).
- Links are available in each athlete's profile. Have them complete these requirements immediately as processing may take time.



Create the official team roster.

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



Print reports.

- Print COMPLIANCE COVER SHEET & PROGRAM SUMMARY.
- Print TEAM ROSTER.



Verify accuracy.

- Confirm all owners, coaches and non-coaching representatives are listed on the printed USASF COMPLIANCE COVER SHEET & PROGRAM SUMMARY.
- Confirm the number of athletes registered matches the number listed on the printed TEAM ROSTER.
- Confirm the printed TEAM ROSTER exactly matches the athletes who will take the floor.