

Event Producer Preregistration Staff 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.



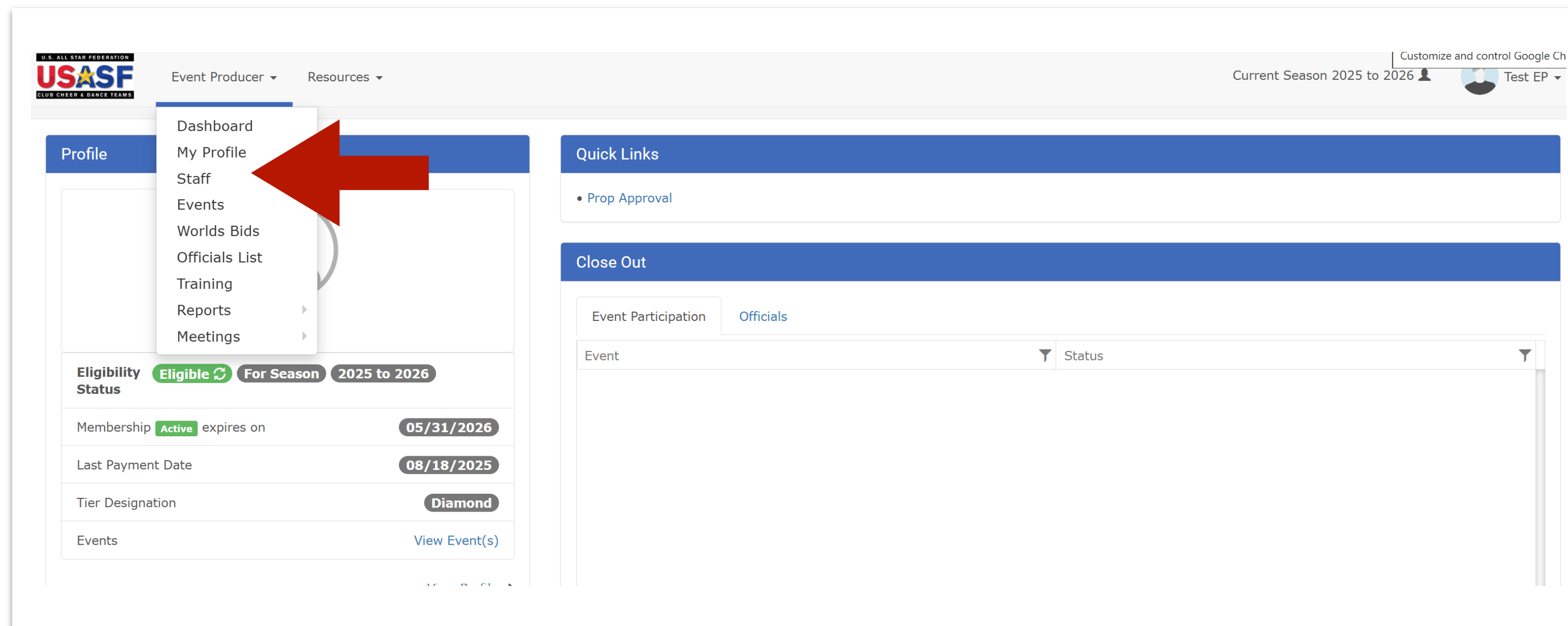
EP Staff Profiles

Profile Admin will create staff profiles

1. Event Producer name
2. Your name
3. Unique email address (cannot be associated with another profile)
4. Password — if never been added as staff. Password must contain: uppercase letter, lowercase letter, number and special character.
5. DOB
6. Address
7. Cell phone



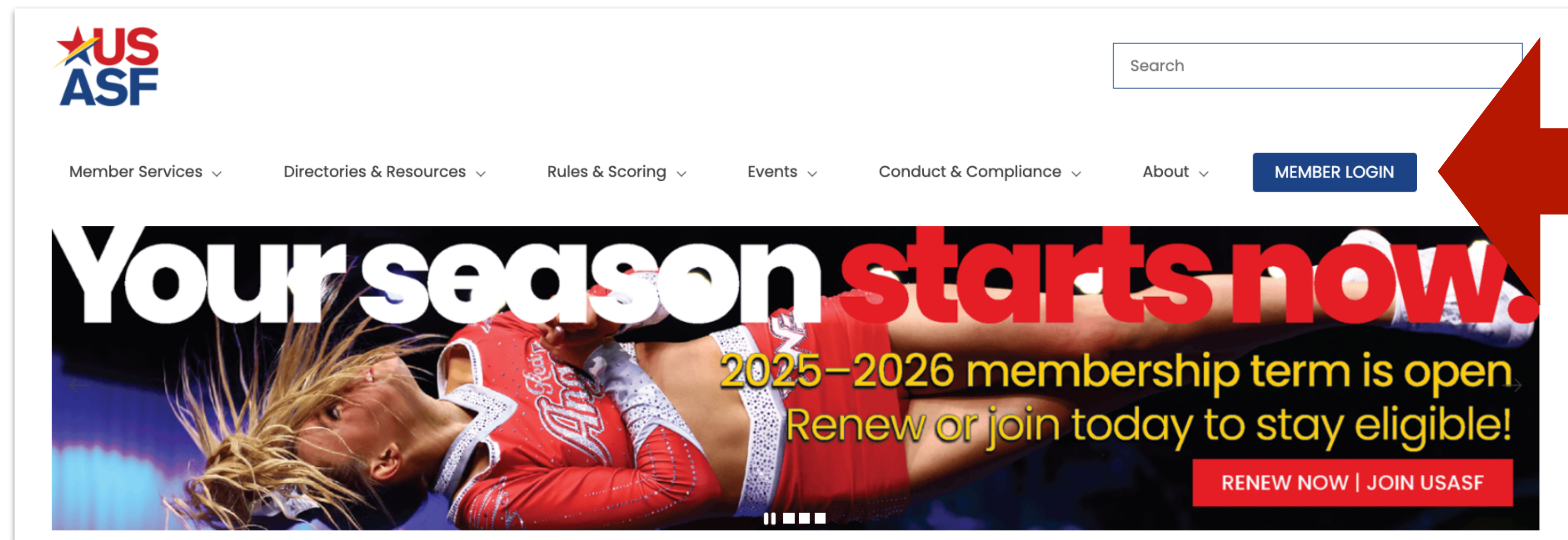
Staff Profiles



The screenshot displays the USASF website interface. At the top left is the USASF logo with the text "U.S. ALL-STAR FEDERATION" and "CLUB CHEER & DANCE TEAMS". To the right of the logo are navigation links for "Event Producer" and "Resources". Further right, it shows the "Current Season 2025 to 2026" and a user profile labeled "Test EP". A dropdown menu is open under the "Event Producer" link, with a red arrow pointing to the "Staff" option. The dropdown menu includes the following items: Dashboard, My Profile, Staff, Events, Worlds Bids, Officials List, Training, Reports, and Meetings. Below the navigation bar, the "Profile" section is visible, showing "Eligibility Status" as "Eligible" for the "2025 to 2026" season. Other details include "Membership Active" expiring on "05/31/2026", "Last Payment Date" of "08/18/2025", and "Tier Designation" of "Diamond". A "View Event(s)" link is also present. On the right side of the page, there are sections for "Quick Links" (containing "Prop Approval") and "Close Out" (with tabs for "Event Participation" and "Officials").



Staff Profiles



Go to usasf.net > MEMBER LOGIN



Staff Login

Choose Event Producer

You have access to multiple event producers

Please select an event producer from the list to proceed

1	XXXXXXXXXX	XXXXXXXXX	XXXXXX@XXX.net
2	XXXXXXXXXX	XXXXXXXXX	XXXXXX@XXX.net
3	XXXXXXXXXX	XXXXXXXXX	XXXXXX@XXX.net
4	XXXXXXXXXX	XXXXXXXXX	XXXXXX@XXX.net
5	XXXXXXXXXX	XXXXXXXXX	XXXXXX@XXX.net



Staff Dashboard

U.S. ALL STAR FEDERATION

USASF

CLUB CHEER & DANCE TEAMS

Event Producer Staff ▾Resources ▾

Current Season 2025 to 2026  Test EP ▾

Profile


Test EP

Eligibility Status

Eligible

For Season

2025 to 2026

Membership

Active

 expires on

05/31/2026

Last Payment Date

08/18/2025

Tier Desination

Diamond

Events

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

Quick Links

- [Prop Approval](#)

User Profile


Aricka Gates

Background Check

No Record

Background Check Expiration Date

N/A

[Pay Background Check](#)

Training

Training Status

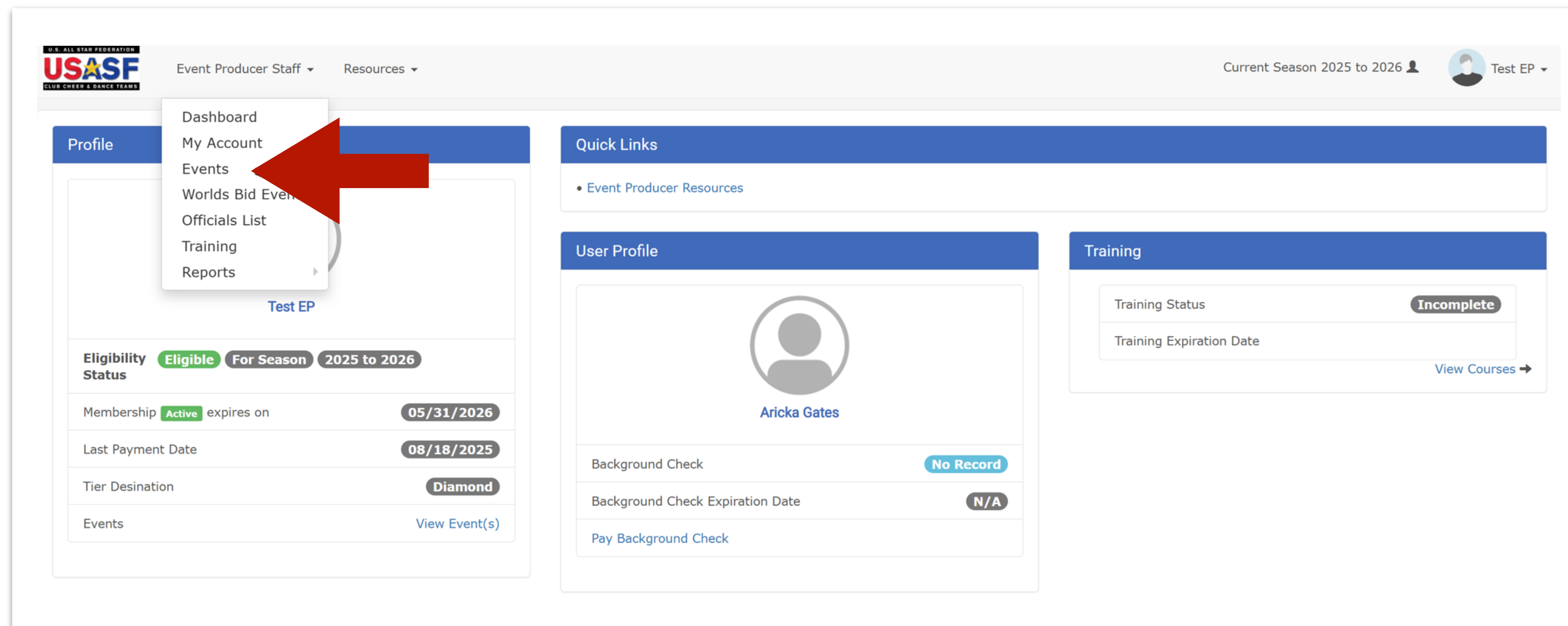
Incomplete

Training Expiration Date

[View Courses →](#)



Choose Events



The screenshot displays the USASF Event Producer Staff dashboard. At the top, the USASF logo is on the left, and navigation links for 'Event Producer Staff' and 'Resources' are in the center. On the right, the current season is set to '2025 to 2026' and the user is identified as 'Test EP'. A dropdown menu is open from the 'Event Producer Staff' link, with a red arrow pointing to the 'Events' option. The dashboard is divided into several sections: 'Profile' on the left, 'Quick Links' at the top right, 'User Profile' in the middle right, and 'Training' on the far right. The 'Profile' section shows eligibility status as 'Eligible For Season 2025 to 2026', membership as 'Active' (expiring 05/31/2026), last payment date as 08/18/2025, and tier designation as 'Diamond'. The 'User Profile' section shows a user named 'Aricka Gates' with a background check status of 'No Record' and an expiration date of 'N/A'. The 'Training' section shows a status of 'Incomplete' and a link to 'View Courses'.

USASF
U.S. ALL STAR FEDERATION
CLUB CHEER & DANCE TEAMS

Event Producer Staff ▾ Resources ▾

Current Season 2025 to 2026  Test EP ▾

Profile

- Dashboard
- My Account
- Events
- Worlds Bid Event
- Officials List
- Training
- Reports

Test EP

Eligibility Status **Eligible** For Season **2025 to 2026**

Membership **Active** expires on **05/31/2026**

Last Payment Date **08/18/2025**

Tier Desination **Diamond**

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

Quick Links

- Event Producer Resources

User Profile


Aricka Gates

Background Check **No Record**

Background Check Expiration Date **N/A**

[Pay Background Check](#)

Training

Training Status **Incomplete**

Training Expiration Date [View Courses →](#)



Open Event

Event / list

Event

CREATE SHOW UPCOMING EVENTS SHOW PAST EVENTS START CHECK-IN CHECK-IN RESULT search

Event	Event Code	Season	Start Date	End Date	Location
Season Kick-Off	KX0240	2025	10/07/2025	10/08/2025	Event Test Site
Closeout Test	JUPN8X	2025	10/11/2025	10/11/2025	Event Test Site

Open Event

Verify information is correct:

- Registration Coordinator name, contact
- Event Director name, contact
- Judging Coordinator name, contact

Event

EDIT

VIEW TEAMS

MANAGE OFFICIAL

CLOSE OUT

CHECK-IN RESULT

1

Event Information

Season

2025

Event Name

Season Kick-Off

Date Time From

10/25/2025

Date Time To

10/25/2025

Event Type

☒ Cheer

☒ Dance

☒ Exceptional Athletes Cheer

☒ Exceptional Athletes Dance

Club Division

Standard

Event Selection

☐ Gold Star Dance

☐ Bid Boost

Location*

Event Test Site

Street Address 1 *

150 KAREN DRIVE

Street Address 2

City *

WASHINGTON

2

Contact Information

On-Site Director Name

Test EP Staff Test EP Staff

Director Cell Phone

(123) 456-7890

Director Email

testepstaff@gmail.com

Registration Coordinator Name

TEST TEST

Coordinator Cell Phone

(123) 456-7890

Coordinator Email

test@notarelep.com

Judge Coordinator Name

test_staff test_staff

Judge Coordinator Cell Phone

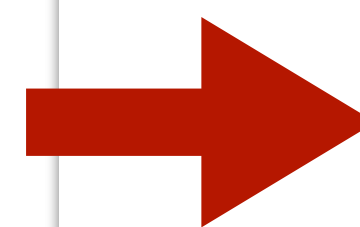
(222) 222-2222

Judge Coordinator Email

test_staff@test.com



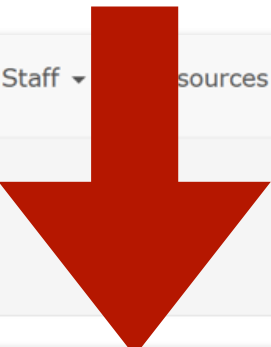
Communicate Roster Lock Date with Registrants



U.S. ALL STAR FEDERATION USASF CLUB CHEER & DANCE TEAMS		Event Producer Staff ▾ Resources ▾	
Season	2025		
Event Name	Season Kick-Off		
Date Time From	10/25/2025		
Date Time To	10/25/2025		
Event Type	☒ Cheer ☒ Dance ☒ Exceptional Athletes Cheer ☒ Exceptional Athletes Dance		
Club Division	Standard		
Event Selection	☐ Gold Star Dance ☐ Bid Boost		
Location *	Event Test Site		
Street Address 1 *	150 KAREN DRIVE		
Street Address 2			
City *	WASHINGTON		
Country *	US, UNITED STATES		
State *	PENNSYLVANIA		
Zip Code *	15301		
Rosters Lock Date	10/23/2025 12:00 AM		
Lock Date Time Zone	(UTC-05:00) Eastern Time (US & Canada)		



Add Legality Official



USASF
U.S. ALL STAR FEDERATION
CLUB CHEER & DANCE TEAMS

Event Producer Staff ▾ sources ▾

Cur

Event / Season Kick-Off

Event

EDIT VIEW TEAMS **MANAGE OFFICIAL** CLOSE OUT CHECK-IN RESULT

1 Event Information

Season	2025
Event Name	Season Kick-Off
Date Time From	10/25/2025
Date Time To	10/25/2025
Event Type	☒ Cheer ☒ Dance ☒ Exceptional Athletes Cheer ☒ Exceptional Athletes Dance
Club Division	Standard
Event Selection	☐ Gold Star Dance ☐ Bid Boost
Location*	Event Test Site
Street Address 1 *	150 KAREN DRIVE
Street Address 2	
City *	WASHINGTON

2 Contact Information

On-Site Director Name	Test EP Staff Test EP Staff
Director Cell Phone	(123) 456-7890
Director Email	testepstaff@gmail.com
Registration Coordinator Name	TEST TEST
Coordinator Cell Phone	(123) 456-7890
Coordinator Email	test@notarelep.com
Judge Coordinator Name	test_staff test_staff
Judge Coordinator Cell Phone	(222) 222-2222
Judge Coordinator Email	test_staff@test.com



Add Legality Official

Manage Official

Legality Official Name

All Start Type

SEARCH

Carlos Figueroa

Fresno Yosemite International Airport

Cheer

Cassidy Thornell

Dallas Love Field

Texarkana Regional Webb Field

Dallas Fort Worth International Airport

Cheer

Christina Freeman

Raleigh Durham International Airport

Cheer

Jamie Jewett

James M Cox Dayton International Airport

Cincinnati Northern Kentucky International Airport

Cheer

Lea Hardy

Charlotte Douglas International Airport

Cheer

Louis CLARK

Buffalo Niagara International Airport

Cheer

Mackenzie Pitcher

Gulfport Biloxi International Airport

Cheer

Mckenna Cordsen

Cheyenne Regional Jerry Olson Field

Denver International Airport

Cheer

Nina Johnson

Ronald Reagan Washington National Airport

Baltimore/Washington International Thurgood Marshall Airport

Cheer

Shannon FITZPATRICK

Cincinnati Northern Kentucky International Airport

Cheer

Tae Crews

Piedmont Triad International Airport

Cheer

Selected officials

1

CLOSE

SAVE CHANGES

USASF

CLUB CHEER & DANCE TEAMS

Event Producer Staff ▾Resources ▾

Current Season 2025 to 2026 Test EP ▾

Profile

Dashboard

My Account

Events

Worlds Bid Events

Officials List

Training

Reports

Test EP

Eligibility Status

Eligible For Season

Membership Active expires on

Last Payment Date

Tier Desination

Events

View Event(s)

Quick Links

• Prop Approval

User Profile

Aricka Gates

No Record

Background Check Expiration Date

N/A

Pay Background Check

Training

Training Status

Incomplete

Training Expiration Date

View Courses →

Live report of clubs with 2025-26 season membership



Email #1

Dear _____,

Thank You for Registering!

We're thrilled to welcome your club to our upcoming competition! As a USASF Event Producer Member, we are committed to hosting events that meet the highest standards in All Star. That means:

- All Star's best athlete safety practices
- Integrity of the sport through USASF Smart Rostering and Age Verification
- Peace of mind knowing your competition follows All Star's best practices

What You Need to Know

The USASF requires all Clubs, Owners, Coaches, Athletes, and Non-Coaching Representatives to meet specific eligibility requirements to participate in sanctioned competitions.

Attached is a Roster Checklist to help make sure you're fully prepared. If you need assistance, our friends at support@usasf.net are ready to help.

Greenlight Determinations - Key Reminders

- Background checks are started in the member profile for all adult coaches, athletes, and non-coaching reps.
- Pending status = no access to the warm-up room.
- Event Producers cannot accept letters or screenshots from JDP.

What We'll Collect

- Compliance Cover Sheet
- Program Summary
- Team Rosters

We recommend keeping current reports for all eligible athletes, coaches, owners, and non-coaching reps on hand for quick reference.

Quick Tips for Smooth Check-In

- Only those listed on rosters will be allowed in the warm-up room.
- Pending background screens are not accepted.
- Screenshots/emails with greenlight status are not accepted.
- Make sure the number of athletes on your roster matches your team on the floor. Double-check before arrival to avoid delays.
- PLEASE BE SURE TO ADD NON-COACHING REPRESENTATIVES (Team Moms, Team Personnel) AND JR. COACHES TO YOUR ROSTERS!

We can't wait to see your athletes shine on the competition floor!



Team Roster Checklist



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.



Worlds Bid Requirements



The Cheerleading Worlds®

Bid Eligibility Requirements for Cheer Teams

The rostered team is REQUIRED to have at least one coach, or a combination of coaches, credentialed in building and tumbling up to the level of the team. These coaches must be listed on the team roster and present in the warm-up room at the bid-giving event. For non-tumbling teams, only a coach with building credentials up to the team's level is necessary.

- ☐ A One coach for the rostered team has current* credentials in Level 6 or Level 7 Building AND Level 6 Tumbling.
- OR
- ☐ B1 One coach for the rostered team has current* credentials in Level 6 or Level 7 Building.
- + AND
- ☐ B2 One coach for the rostered team has current* credentials in Level 6 or Level 7 Tumbling.

** current credentials are non-expired credentials*

If you cannot check box A or boxes B1 and B2 above, then you are NOT eligible for a bid. Do not panic, here's what you need to do to become eligible BEFORE the bid-giving event:

1. Have your coach(es) log in to their coach profile(s).
2. Click the **RESOURCES** tab at the top of the profile.
3. Click **USASF CREDENTIALING WEBSITE** from the drop-down menu.
4. Complete the cheer credentialing process as follows:

- ☐ Complete the *USASF Baseline Course*.
- ☐ Complete the *Positive Coaching Alliance Course*.
- ☐ Take Levels 1-6 Building written tests.
- ☐ Take Levels 1- 6 Tumbling written tests.
- ☐ Level 7 teams: Take the Level 7 course after successfully completing Levels 1-6 Building and Tumbling written tests above.
- ☐ Schedule a practical test with an instructor (only if credentials have expired or this is the first time taking any of these tests).

9.3.25

Questions? Contact credentialing@usaf.net.



Three Weeks Prior to Event

You will receive a request from USASF Compliance to send FULL registration list.

Also include Exhibition and Event Trial teams.

Please provide the following information:

- Account Name
- Account City
- Account State
- Contact Full Name
- Contact Email Address
- Contact Mobile phone
- Team Name
- Division & Level



Submitting your registration list three weeks prior allows time for:

- Background screenings for coaches.
- Background screenings for adult athletes.

USASF Compliance Staff — Role & Support

- Verify Club membership status for all registered Clubs.
- Send reminders to Clubs with incomplete compliance steps.

Notify compliance@usasf.net of:

- Changes/Additions/Drops.
- **Reminder:** Changes may impact your Worlds numbers. Keep records up to date!

Roster Verification

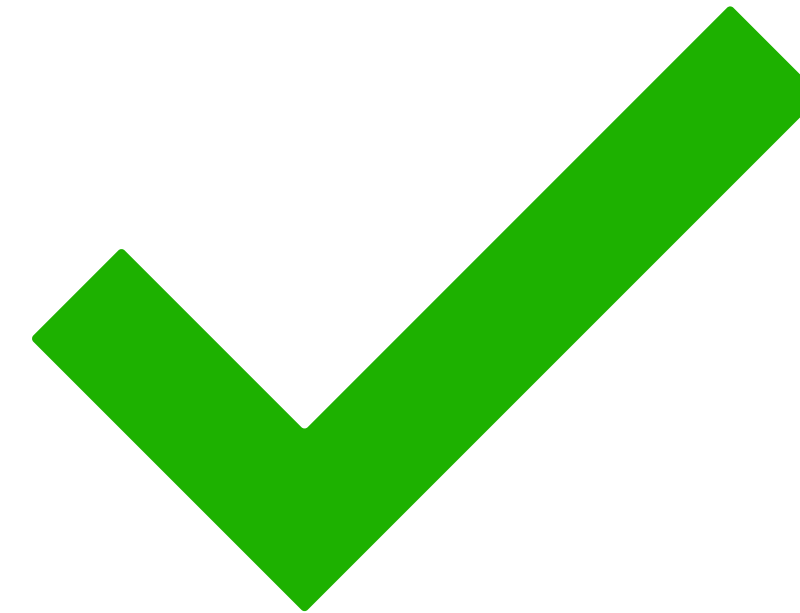
- USASF Compliance staff confirms Clubs have attached rosters.
- Reminders and personalized assistance will be provided as needed.



Verify Team Rosters

Compare to your registration list:

- Club Name
- Team Name
- Division & Level
- Athlete Count



Verify Team Rosters

USASF

Event Producer Staff ▾Resources ▾

Current Season 2025 to 2026  Test EP

Event / list

Event

CREATE

SHOW UPCOMING EVENTS

SHOW PAST EVENTS

START CHECK-IN

CHECK-IN RESULT

search

Event	Event Code	Season	Start Date	End Date	Location	Teams	DivisionSt...
Season Kick-Off	KX024O	2025	10/25/2025	10/25/2025	Event Test Site	0	D1=0 D2=0 Dance=0



Verify Team Rosters

U.S. ALL STAR FEDERATION

USASF

CLUB CHEER & DANCE TEAMS

Event Producer Staff ▾Resources ▾

Event / Season Kick-

Event

EDIT

VIEW TEAMS

MANAGE OFFICIAL

CLOSE OUT

CHECK-IN RESULT

1

Event Information

Season	2025
Event Name	Season Kick-Off
Date Time From	10/25/2025
Date Time To	10/25/2025
Event Type	☒ Cheer ☒ Dance ☒ Exceptional Athletes Cheer ☒ Exceptional Athletes Dance
Club Division	Standard
Event Selection	☐ Gold Star Dance



Verify Team Rosters

USASF

Event Producer

Event Producer Staff

Resources

Current Season 2025 to 2026

Champion Cheer Central, Inc

Event / Scheduled Teams

Scheduled Teams

search

Club Name	Team Name	Comp Type	Division	Level/D.C.	Athletes	Coaches	Person...	DI/DII	Bid Eli...
Cheer Haven All-Stars	Coastal	Competitive - Club	Mini Prep 1.1	Level 1.1	18 (F: 18 , M: 0)	4	0	Division II	N
Cheer Haven All-Stars	Havana	Competitive - Club	Youth Prep 2.2	Level 2.2	14 (F: 14 , M: 0)	2	0	Division II	N
Cheer Haven All-Stars	Island Crush	Competitive - Club	Junior Novice 1	Level 1	8 (F: 8 , M: 0)	3	0	Division II	N
Cheer Haven All-Stars	L.A.	Competitive - Club	Junior 3	Level 3	11 (F: 11 , M: 0)	2	0	Division II	N
Cheer Haven All-Stars	Malibu	Competitive - Club	Tiny Novice	Level 1	13 (F: 13 , M: 0)	4	0	Division II	N
Cheer Haven All-Stars	Rio	Competitive - Club	Senior 4	Level 4	11 (F: 11 , M: 0)	3	0	Division II	N
Cheer Haven All-Stars	Sunkissed	Competitive - Club	Mini Novice 1	Level 1	7 (F: 7 , M: 0)	3	0	Division II	N
Cheer Haven All-Stars	Sweet Escape	Competitive - Club	Youth 2	Level 2	17 (F: 17 , M: 0)	2	0	Division II	N
Cheer Haven All-Stars		Competitive - Club	Junior 1	Level 1	17 (F: 17 , M: 0)	3	0	Division II	N
Cheer Haven All-Stars		Competitive - Club	Youth Prep 1.1	Level 1.1	18 (F: 18 , M: 0)	4	0	Division II	N



Verify Team Rosters

Event / Scheduled Teams

Scheduled Teams

search

Club Name ↑ 1	Team Name ↑ 2	Comp Type	Division	Level/D.C.	Athletes	Coaches	Person...	DI/DII	Bid Eli...
Cheer Haven All-Stars	Blue Oasis	Competitive - Club	Mini Prep 1.1	Level 1.1	18 (F: 18 , M: 0)	4	0	Division II	N
Cheer Haven All-Stars	Cancun	Competitive - Club	Youth Prep 2.2	Level 2.2	14 (F: 14 , M: 0)	2	0	Division II	N
Cheer Haven All-Stars	Coastal	Competitive - Club	Junior Novice 1	Level 1	8 (F: 8 , M: 0)	3	0	Division II	N
Cheer Haven All-Stars	Havana	Competitive - Club	Junior 3	Level 3	11 (F: 11 , M: 0)	2	0	Division II	N
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Cheer Haven All-Stars	Rio	Competitive - Club	Youth 2	Level 2	17 (F: 17 , M: 0)	2	0	Division II	N
Cheer Haven All-Stars	Sunkissed	Competitive - Club	Junior 1	Level 1	17 (F: 17 , M: 0)	3	0	Division II	N
Cheer Haven All-Stars	Sweet Escape	Competitive - Club	Youth Prep 1.1	Level 1.1	18 (F: 18 , M: 0)	4	0	Division II	N



Email Reminder Template

Two weeks before competition

Friendly Reminder!

The Roster Lock Date is scheduled for _____.

To ensure a smooth competition experience:

- Please upload your rosters before the lock date.
- If you need assistance, contact support@usasf.net.
- Any roster changes must also be completed before the lock date.

Legality Video Review — Know Before You Go!

- USASF offers a legality review of skills in your routine.
Take advantage of this opportunity to avoid infractions during competition!
- Upload your videos using the USASF Coach App, available on Google Play and the Apple Store.



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 Process



This form is for Event Producers to submit requests for Non-Member Teams to utilize the **one-time** Event Trial classification during the 2025-2026 season. Submissions will be reviewed in the order they are received and will be either approved or denied. **Prior Authorization is REQUIRED**

Step 1: Please review teams that have already utilized the Event Trial for the 2025-2026 Season before completing this form

- [Event Trial Utilization List 2025-2026 Season](#)

Step 2: If you do not see the team on the Utilization List above, please complete this form *(after reading the last few steps)*.

Step 3: Share the [Non-Member Background Screening Portal Instructions](#) with **ALL** the adults affiliated with the Event Trial team planning to attend your sanctioned competition **WHO** will need access to the warm-up room.

Step 4: Check the [Non Member Background Screening No Alerts List](#) for the results of the Background Screening as **ONLY** the non-member adults with a clear screening (i.e. No Alerts) will be listed and as such permitted in the warm up room. It is your responsibility to manage this process and enforce the warm up room/restricted area requirements as outlined in your Event Producer Company Agreement.

For clubs with more than one team, please use the following template for upload:



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For clubs with more than one team, please use the following template for upload:



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

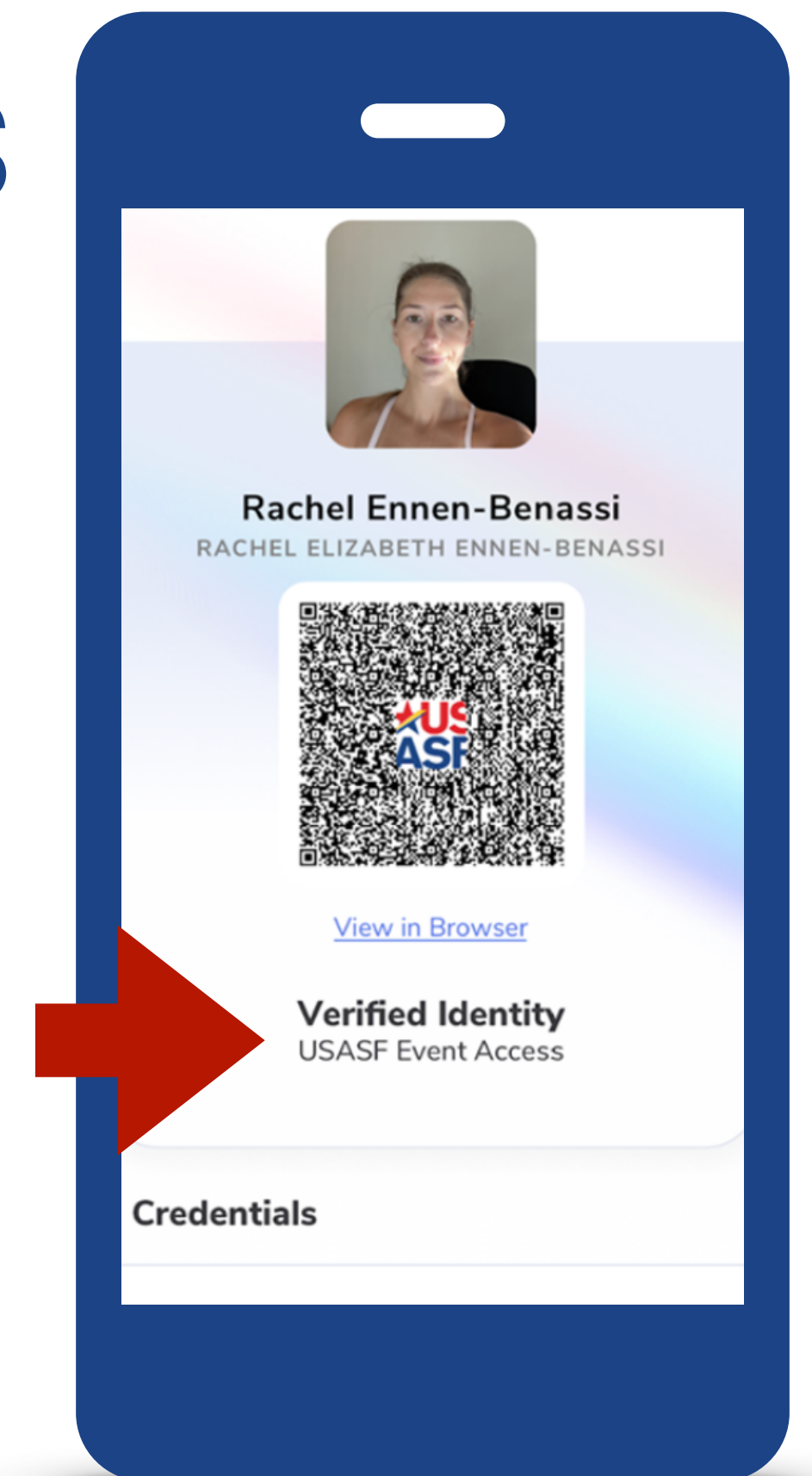


Event Trial/Exhibition Teams

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 Team Process

Event Trial Team List Reminder:

Be sure all Event trial teams are clearly identified and listed on the following:

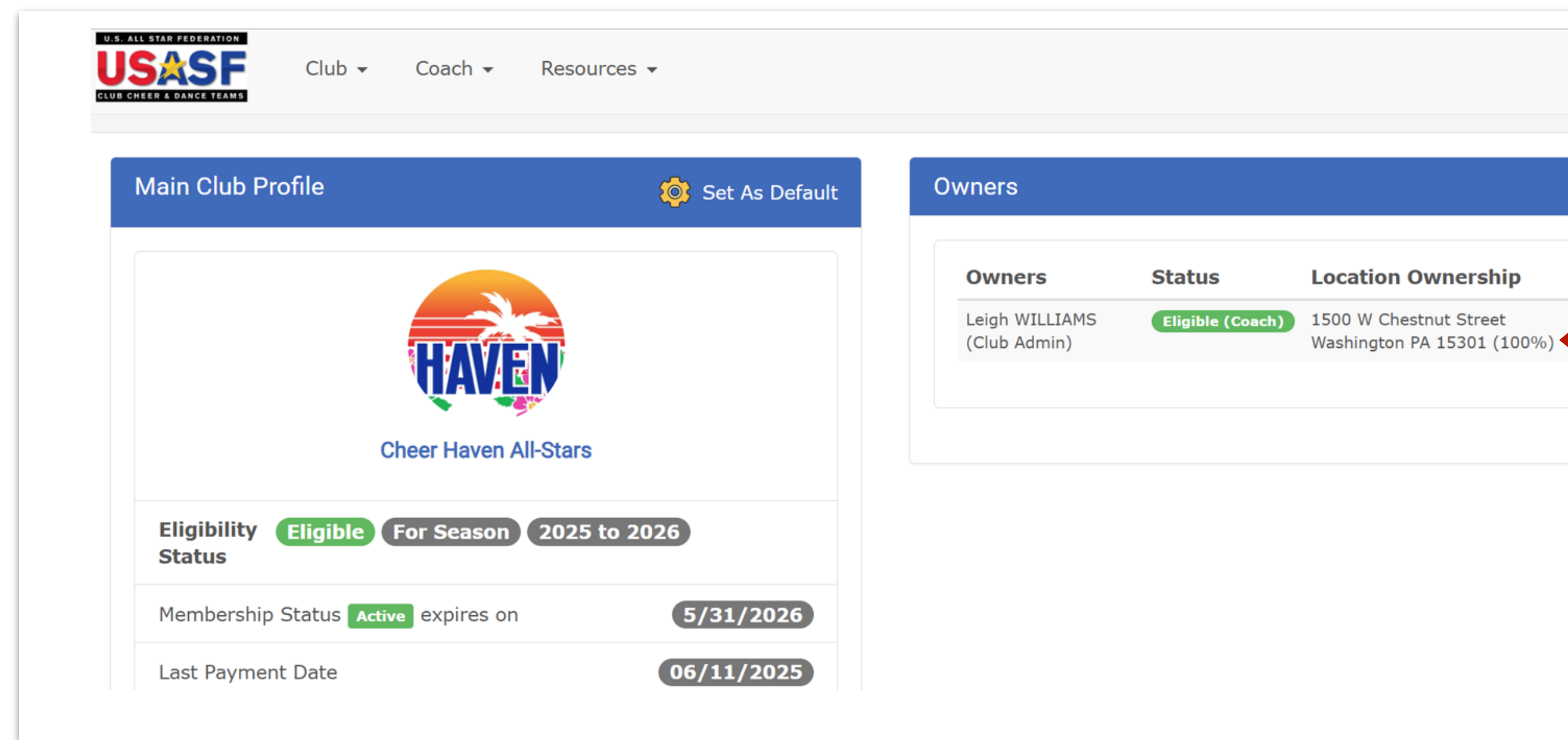
- ✓ Registration documents sent to USASF Compliance
- ✓ Performance Orders
- ✓ Final Rankings



Troubleshooting/FAQs

Q. All owners are showing eligible, but the club is still showing ineligible, and I still do not see the TEAMS tab.

- A.**
1. Check to verify that all owners are assigned an ownership percentage.
 2. Go to MY PROFILE > LOCATIONS.
 3. Click OWNERSHIP MANAGEMENT and confirm all owners have a percentage and all add up to 100%.



U.S. ALL STAR FEDERATION
USASF
CLUB CHEER & DANCE TEAMS

Club ▾ Coach ▾ Resources ▾

Main Club Profile  Set As Default


Cheer Haven All-Stars

Eligibility Status **Eligible** For Season **2025 to 2026**

Membership Status **Active** expires on **5/31/2026**

Last Payment Date **06/11/2025**

Owners

Owners	Status	Location Ownership
Leigh WILLIAMS (Club Admin)	Eligible (Coach)	1500 W Chestnut Street Washington PA 15301 (100%)



Edit Ownership Percentage

1. Go to MY PROFILE > LOCATIONS.
2. Click OWNERSHIP MANAGEMENT and confirm all owners have a percentage and all add up to 100%.

The image consists of two side-by-side screenshots from the USASF website. The left screenshot shows the 'My Profile' dropdown menu with 'Locations' highlighted by a red arrow. The right screenshot shows the 'Location' page with 'OWNERSHIP MANAGEMENT' highlighted by a red arrow. Below the navigation path, the 'Location Information' section is visible, showing details for a location at 1500 W Chestnut Street, Washington PA 15301. The 'Is Main' checkbox is checked.

USASF Club Cheer & Dance Teams

Club ▾ Coach ▾ Resources ▾

Main Club Profile

- Dashboard
- My Profile ▾
 - My Account
 - Membership
 - Owners
 - Locations ←
 - Program Users
 - Terms & Conditions
 - Payment Management
- Teams
- Coaches
- Athletes
- Non-Coaching Representative
- Events
- Videos
- Reports
- Meetings

Eligibility Status: Eligible For Season 2025 to 2026

Membership Status: Active expires on 5/31/2026

Last Payment Date: 06/11/2025

Division Status

Division: Division II

Competitive Athletes: 0 Athletes

Program Location / 1500 W Chestnut Street Washington PA 15301

Location

EDIT OWNERSHIP MANAGEMENT MANAGE

1 Location Information

Location Name	1500 W Chestnut Street Washington PA 15301
Cell Phone*	7247775502
Business Phone*	(878) 218-1465
Secondary Phone	(878) 218-1465
Main Email*	cheerhavenallstars@gmail.com
Expire Date*	05/31/2026
Is Main	☒ Is Main Location



Edit Ownership Percentage

Confirm all owners are listed and have a combined percentage of 100%.

Club Location / Club Location Owners

Club Location Owner

EDIT

Preferred First Name	Legal First Name	Legal Last Name	Ownership Percentage
LEIGH	LEIGH	WILLIAMS	100

Club Location Owner / Edit

Club Location Owner

SAVE DISCARD

+ ADD

Preferred First Name	Legal First Name	Legal Last Name	Ownership Percentage	Background
LEIGH	LEIGH	WILLIAMS	100	

SAVE DISCARD



Troubleshooting/FAQs

Q. Why can't I see the TEAMS tab?

A. All owners listed in your club profile must be eligible. This includes: membership fee paid; background check with green light/no alerts determination; completed abuse prevention training; and an assigned ownership percentage.

Q. Do my athletes that turn 18 during the season need background checks?

A. No. Only athletes who turn 18 **before** June 1, 2025 are required to complete background screenings. Athletes who are 17 when the season begins must complete abuse prevention training in the USASF member profile to be eligible.

Q. How do I change the team roster if I change divisions?

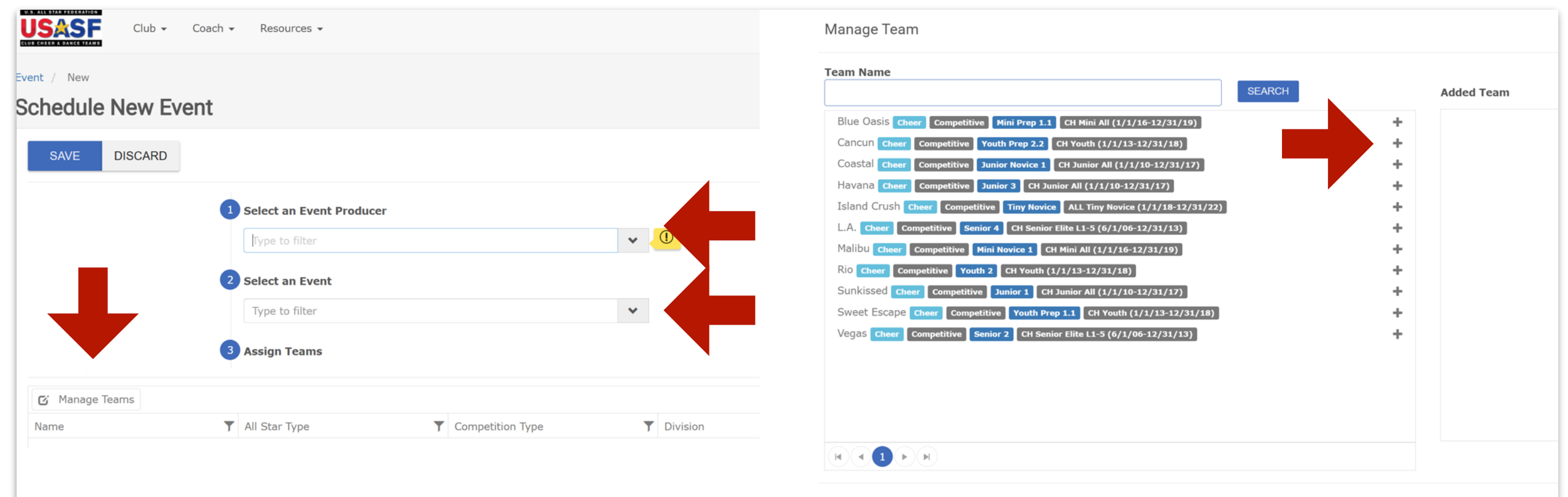
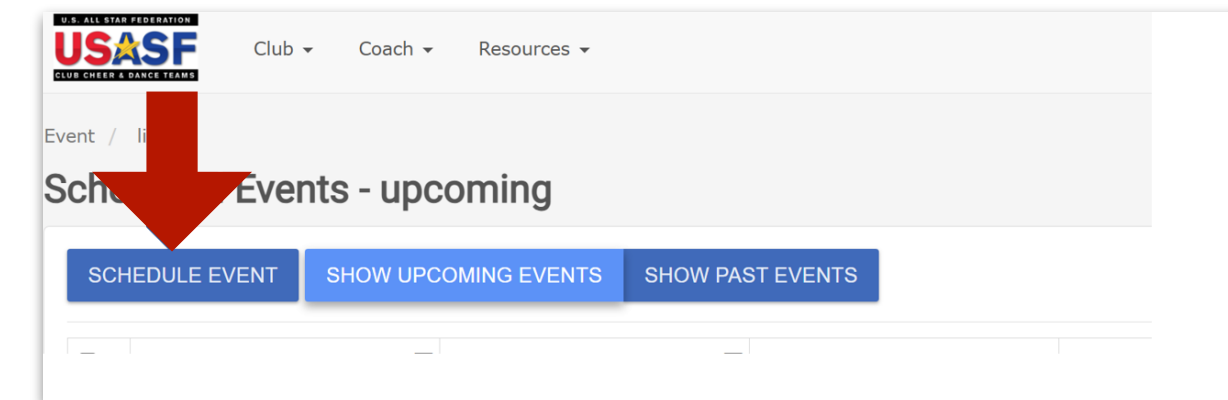
A. You must create a new roster if your team has already compete and changes divisions.



Troubleshooting/FAQs

Q. How do I associate teams with your competitions?

- A.**
1. Log in to your USASF club profile.
 2. Click the EVENTS tab in the Club drop-down.
 3. Click SCHEDULE EVENT.
 4. Select the EVENT PRODUCER.
 5. Select the EVENT.
 6. Click MANAGE TEAMS.
 7. Click ADD TEAMS.



Troubleshooting/FAQs

Q. I have a coach whose background check has been pending for a long time. Can they enter the room with a temporary green light?

A. No. Only eligible coaches on rosters are allowed in the warm-up room. Contact greenlight@usasf.net for assistance.

Q. I have athletes that are not showing up to add to the team.

A. Email support@usasf.net for assistance.

Q. I do not see my division when I try to create a team.

A. Type the name in the division name field.

Q. I do not see the Event Producer when I try to schedule a team.

A. Type the name in the event producer field.



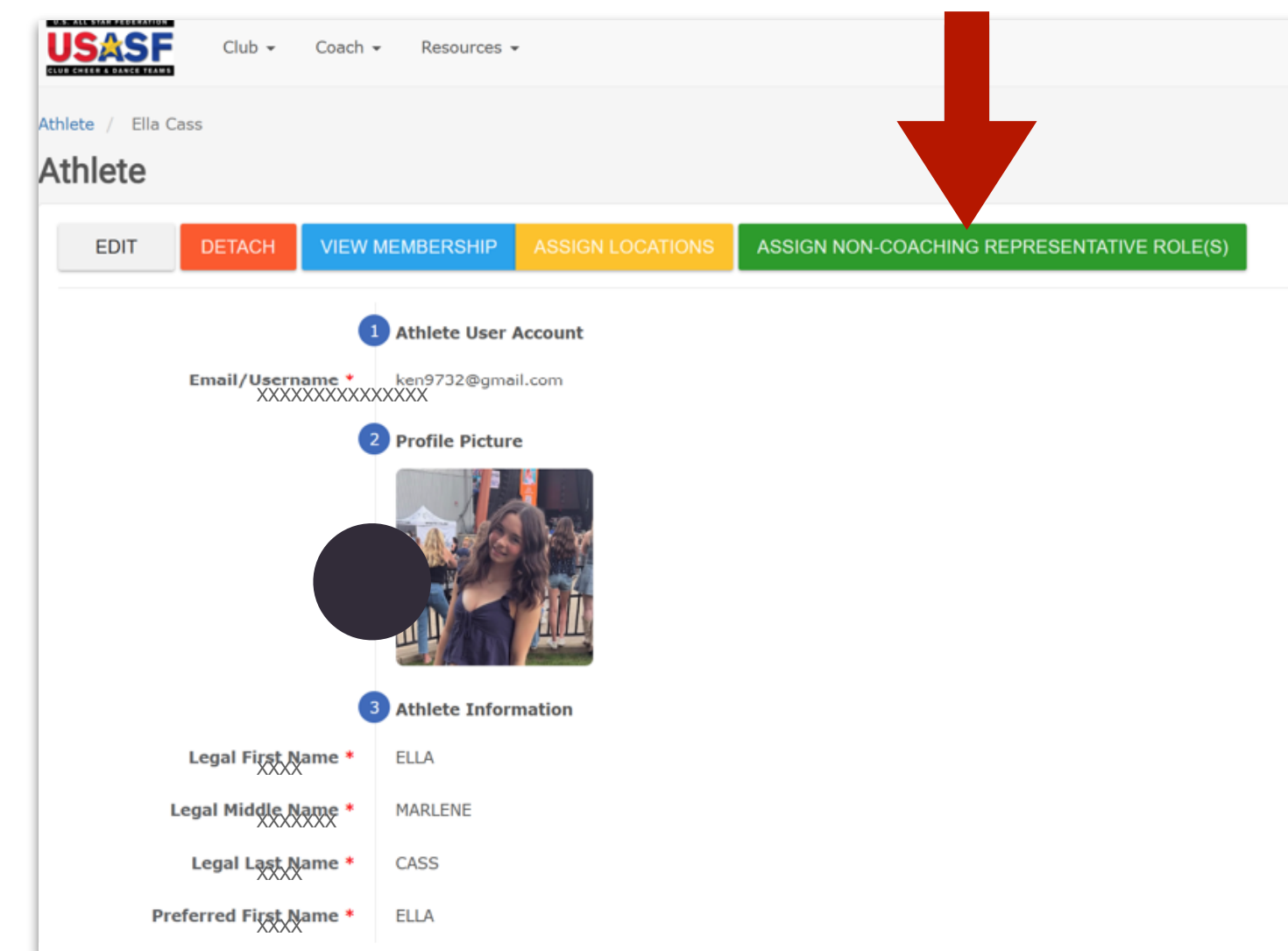
Troubleshooting/FAQs

Q. Can I use a different background check company for my Event Trial and Exhibition Teams?

A. No. Only the JDP Non-Member Background Screening may be used for those classifications. This screening is run against the same matrix as USASF member background screenings and is required.

Q. What do I do with Junior Coaches?

- A.**
1. From the Club drop-down, choose ATHLETES.
 2. Click on the athlete's name to open profile.
 3. Click ASSIGN NON-COACHING REPRESENTATIVE ROLE.
 4. Select JUNIOR COACH.
 5. Add them to the team roster.



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!



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



CLOSEOUTS

Must be completed within

72
HOURS
of the event

Upload Day 1 and Day 2:

- Performance Orders
- Final Rankings

