

Tournament Sanctioning & Insurance Program Team Managers' Instructions

Getting your team ready for an event

**If you have any minors on your team, please make sure to have a USAU approved chaperone at least two weeks prior to your event.*

Online Registration and Rostering:

- Follow these instructional documents for creating and rostering a team:
 - All Players and team personnel must have a USAU Account & current waiver
 - [Create a Team](#) or
 - [Roll over a team from a previous year](#)
 - Have your players [confirm team participation](#)
 - [Register](#) your team for an event
 - Check to see if players have full current [memberships](#)
 - If player has a full membership the event is included with their membership
 - If a player does not have a membership they can [buy one](#) or purchase an event membership (see below).
 - Event memberships are only valid per event and valid for non-regular season events.
 - Submit event [membership payments](#) for your team or
 - Have players submit their own [single event membership payment](#)
 - *Please only select Affiliate Membership if your organization is an affiliate*
- Roster:
 - Your team personnel list is different than your event roster
 - Your team personnel list is a staging area for team managers to verify participant confirmations, memberships, and waiver status before rostering for an upcoming event.
 - When rostering your team for an event move the players attending from the team personnel list to the event roster. Please follow [step number 7](#) for detailed instructions.
- Youth Requirements:
 - A USA Ultimate approved [chaperone](#) is required for each team with a player under the age of 18
 - A background check can take up to **two weeks** to complete
 - [Medical Authorization Forms](#) – Have parents fill out medical authorization forms for participants under the age of 18. The chaperone is responsible for these during the event.

Resources:

- This [Help Page](#) contains multiple help documents for your reference

If you have any questions please contact your event TD or feel free to contact Leah, Manager of Event Sanctioning.

