

ROSTERING 101 – STATE HS CHAMPIONSHIPS

You will need the following documents to compete at the 2011 USA Ultimate HS State Championships:

- [Roster](#) (one per team)
- [USA Ultimate Membership](#) (for each player)
- [Waiver](#) (for each player)
- [Medical Authorization Form](#) (for each player 17 or under)

ROSTER

There are two ways to submit a roster: on-line and manual.

On-line Roster

The online rostering system will allow you to create your team's roster online by selecting players from the USAU database (using name and USAU ID) and submit it electronically to USA Ultimate. The system will allow you to immediately see which team members are current USAU members and which have waivers on file, and will alert you of potential conflicts, like players on multiple rosters. USAU staff will be able to easily access rosters for administrative purposes prior to and during the Series.

In order to not be considered "late," the roster must have been entered in the online registration system by the registration deadline (Friday, two weeks prior to your State Championships). Late rosters are subject to a \$50 late fee. Teams rostering after the late rostering deadline (Wednesday, prior to your State Championships) will be required to roster using a manual roster on the morning of the event. Submitting your roster ahead of the deadlines will give your coordinator more time to prepare the event, which leads to a better event for you! To use the online rostering system, [login](#) and follow the link at the bottom of the member status page to get started. Detailed "how to" instructions are included in the system.

Manual Rostering

First, you need to get a computer that is connected to a printer. Next, download a [roster](#). Make sure you make as many pages of the roster as necessary (each page can hold 13 players). If you cannot get access to a networked computer, write your state youth coordinator, and s/he will mail you the requisite forms.

Next, you need to completely fill out the actual roster, putting your team contact's name and address at the top and then the rest of the team below. The roster form is in Excel, which means you can type the information into the form. Just save the Excel version to your computer off the website and then fill it out and print it. Typed rosters ensure that USAU staff can read the information which helps members get all their USAU benefits. Include the names and addresses of ALL the people that will be playing with you for the State HS Championships. If they aren't on that roster they can't play with you. So if you are unsure as to whether someone will be showing up for the event, you should put them on.

Mail in your manual roster with your dues and waivers to USAU headquarters (address below) so that they receive it by the Friday, two weeks prior to your state championships. That means that HQ must have **received the roster** by that date, not merely postmarked by then.

MEMBERSHIP

Indicate on the roster the member status for each player. If you signed up (paid) for a membership in 2011, you are current. Otherwise, check the membership/dues level info on the top right corner of the roster. For all players competing at the HS State Championship membership is the \$29 youth level. If you are unsure about specific players, have your players check [online](#). You can also call the toll-free line (1-800-872-4384) to get this information or info@usultimate.org. Do this BEFORE you send in your roster.

Make sure you collect all the money you need. It is best if the coach or captain can collect all the money for USAU dues and then write ONE check to USAU for all the dues. If you can't do that, make sure each person writes the check to USAU and includes his or her name in the memo field. Individuals can also pay online with a credit card at <https://members.usultimate.org/>.

WAIVERS

Have all your team members sign [waiver](#) forms (to download this form you must have Adobe Acrobat. If you don't have Adobe Acrobat, you can [download it here](#)) or sign the online waiver through their individual accounts. Waivers must be signed either online, or turned in prior to participating in any USAU event. Anyone who does not submit a waiver form for the year will not be allowed to participate in the State HS Championships.

MINORS: If someone on your team is under 18, their parent or guardian must also sign the waiver! Minors are able to sign online waivers.

MEDICAL AUTHORIZATION FORM

Every player under the age of 18 competing at a UPA event must have a [Medical Authorization](#) form filled out. This form should be kept on hand at the event **by the chaperone**. This form allows medical personnel to treat an injured minor without a parent/guardian having to be present. (Without this form medical personnel might not treat an injured minor.)

CHAPERONE FORM

Any team competing at a USAU event with players under the age 18 must have a chaperone(s) that meets event requirements. The minimum requirement for teams at a USAU HS State championship is one chaperone 21 years of age. Chaperones must have a USAU background check and be listed on the team roster (either paper or online). Keep in mind that background checks can take up to two weeks to clear, so it is important to begin the process earlier. See the [Chaperone page](#) for more details and specific instructions.

TURNING IN PAPERWORK

Mail your dues and waivers to USAU headquarters (address below) so that they receive it by the Friday, two weeks prior to your state championships. That means that HQ must have **received the roster** by that date, not merely postmarked by then.

USA Ultimate
Re: State HS Roster
Division/State/Name of Team
4730 Table Mesa Dr.
Suite I-200C
Boulder, CO 80305

Remember: you must have a valid roster to compete at the State HS Championships. You cannot just show up and expect to play. If you have any questions, contact your State Youth Coordinator. (Use the [USAU contact](#) list to locate your coordinators.)