



The Perfect Roster and Binder

Everyone should have one master "Team Binder" and one copy. We want to provide you with the correct information required to make your "Team Binder". Our goal is for everyone to have a **ZERO** mistake roster at the Association Championships. This simple process will help keep your team organized.

Items required before roster and team can be approved

- Fully completed **USA Official Waiver & Release of Liability & Indemnification Form**
 - **Also known as: Official National Championship Roster**
- Fully completed **GFP-B&C Team Registration and Roster Form**
- Proof of age document for each player, Names on legal document must match roster. **No nicknames.**
- If applicable, court ordered name change document
- Recent (*no more than 2 years old*) photo for each player
- Signature of each player
- Current year USA ID/Insurance Card for each player
- **Important: Roster must have been reviewed by District JO for Registration and Boundary Eligibility prior to meeting with USACC staff to Red line.**

Roster checklist

- Legible Team and League name, **circle** correct classification and age group
- Legible Players name, physical address (**No PO boxes**) with date of birth
- Legible Manager/Coach information, including contact info, ACE and Safe sport information

Team Registration Sheet

- Fully Completed registration sheet including team and coach information
- Circle "B" or "C" division
- Must include payment for team and any additional registration fees
- Coach's signature validating players and team registration
- League president's signature & contact information validating players and team registration
- Must make three (3) copies of Team Registration Form
 - Original: Team's Perfect Binder
 - First copy: Duplicate Perfect Binder
 - Second copy: USACC Office
 - Third copy: USACC Staff

Team Binder

Items needed:

- A simple three-ring binder
- Plastic page sleeves (available at any office supply store)

Binder make-up:

- Team contact information
- Original **Team Registration Form**
- Original **Official National Championship Roster** printed one page, two sided
- Place on a single page each player's
 - birth certificate with Birth date Highlighted
 - current year USACC card,
 - current photo must be within the last 2 years and player's signature
- Place in binder in **exact name order** as Official National Championship Roster
- Place on a single page, a copy of each coach's current year USA Coach Card
- Copies of all Coaches ACE and Safe Sport certification
- Player medical/agreement

USA Official National Championship Roster:

Needed for all championship play

(Fully completed USA Official National Championship Roster with all pages included)

- Team name, city and state, division and classification (*Example: GFP-B 10U*)
- **PR = Player Ranking;** not applicable to All Stars
- Player's name and date of birth
- Bonafide physical address **P.O. Box not acceptable**
- **Parent's** signature, **not** player unless 18 years or older
- **Parents must initial last column to acknowledge waiver on reverse side**
- On reverse side, coach to completely fill out "Team Manager's Affidavit" section
- **Make three (3) copies of the completed Championship Roster, front and back on one sheet of paper to be distributed as noted for Team Registration Sheet page 1.**
- Fully completed USA Official National Championship Roster must be red lined by JO Commissioner prior to Association Championship to be valid for championship tournament play
- Insert fully completed USA Official National Championship Roster into team binder prior to page containing each player's birth certificate, current year USA Card, photo, signature and player/medical release.

NOTE:

Your binder will be turned in to the Tournament Director at each Association Championship event.

Do not give your original documents to anyone other than an Association Championship Event Tournament Director.