

Club Directors,

With tournaments starting this weekend, here are some reminders to help begin the season.

1. Team Names – Make sure your team names in SportsEngine have the following:

Club or Sub-Club Name (Full or Abbreviated) / Playing Level / Team Name, Ex: 319 United 12 Dan

2. How to Update Team Rank

- a. Go to Season Management, click on the team, click on three dots and reshare team. Then update team rank, click next, and then click Share.

3. Send Correct Team Codes to Tournament Directors

4. Junior players that turn 18 on or before 8/31/2026 need to complete SafeSport training to be eligible. (Info in 10/31 C Dir Email)

5. The Grade/Gender Waiver Form is on the Club Directors page of our website. If the requested player is in the correct grade or a male (correct grade or lower) on a girl's 14s or younger team they will be approved. **The player must have a current membership in your club for the season for Carol to approve the player.** (If there are any issues, Carol will contact you by email.) Players approved will show on the official roster with an * - Approved Exception.

6. Juniors placed on two rosters in your club will be manually approved if they are age eligible before tournaments start.

- a. **Rostering Players to Multiple Teams**

When a player needs to sub with another team (age eligible) in your club, you have various options to get them added.

- b. You can write players on the rosters when the team checks into the tournament with the required information (name, member ID, jersey #, officiating status), and they will need to show their membership cards (instructions found on the SportsEngine page) at check in to verify age eligibility and membership with your club.
- c. You can just attach a copy of their original roster to the back of the roster of the team that is playing to check in the player(s) playing that date. (**Best option** especially if there are multiple players.)
- d. You can take them off their original roster and put them on the roster they will be playing with for that tournament. And reverse the process once it is done. (May not be the best option if their original team would be playing the next day.) ***You do not want to move waived players from one roster to another** because the waiver would need to be manually approved by Region staff again.
- e. If you have players that may play on multiple teams in your club, you can roster them on those rosters. They will show as Approval Needed until manually approved by Region staff. **You don't want to do this as a last-minute option** since we do not monitor the list 24/7. *(Once you roster players multiple times they would no longer be approved on their original roster, thus why you don't want to do it last minute.)*

7. [How to Print the USA Roster](#)
8. Make sure all Referee / Scorer Training completed
 - a. [ALL COACHES](#) must be certified as Referees and Scorers. This credential will be shown as “AR” (Adult Non-Professional Referee) on the roster.
 - b. Teams must have enough members certified as referees and scorers to complete a crew.
9. Sync your teams with AES and TM2Sign
 - a. [AES Instructions](#)
 - i. AES Help Desk
 1. Make sure you are logged in, click help on the top menu, click on the blue SE button on the lower right-hand corner.
 - b. [TM2Sign Instructions](#)
 - i. TM2Sign Help Desk
 1. Click on the blue question mark in the upper right-hand corner
10. Junior Regional Championships
 - a. There are limited spaces available; Registration ends January 31. Most divisions are full. If a division is full, you can sign up on the waitlist for an opening. Spots will be filled as positions open up.
 - b. [Waitlist Form](#)
 - c. [Hotel Information](#)
11. [High Performance Tryout Registration begins January 2nd.](#)
12. [Fill out this form if you have teams still looking for players](#)

Please enjoy the rest of the Holiday and Good Luck in your Season!

Iowa Region Staff