Jam On It - Mandatory Online Roster Deadline Policy

1. Rosters must be completed online prior to the deadline date to be properly verified
   a. **ROSTER DEADLINE DATES ARE 5 DAYS PRIOR TO THE EVENT START DATE**
      i. **TEAMS WITH INCOMPLETE ROSTERS WILL NOT GO ON THE SCHEDULE**
   b. **No exceptions will be made - fines and/or penalties will be assessed**
      i. **Teams are subject to a forfeit and/or a $200 late fee for missing the deadline**
   c. This will help expedite the check-in process at the event for all teams
2. **Coaches are required to show their ID, have completed team rosters/score sheets & proof of age/grade at coaches' check-in**
   a. **Team books/binders must be available upon request and may be reviewed prior to games to determine eligibility – protest procedures will remain the same**
3. **Rosters must include all coaches'/players' AAU membership numbers**
   a. Rosters must include AAU club code (if applicable)
   b. **AAU membership numbers are verified in the system by a green check mark**
   c. If teams have issues with the system verifying their AAU membership numbers, **print out those membership cards to turn in with their rosters and enter those membership numbers online manually** (third method offered for entering players)
      i. This will supplement online verification – **all AAU numbers must still be entered**
      ii. **Remember that coaches' memberships require a background check - this may take up to 72 hours or more to complete, please plan accordingly.**
4. If changes to rosters are needed beyond the first day of the event, **tournament directors will make decisions on a case-by-case basis**
5. We are here to help! **Roster instructions and information are included below**

   Thank you again for your support of Jam On It events!

Roster Instructions and Information

1. Teams are expected to follow the steps below in order to have completed and verified rosters prior to the event roster deadline mentioned above. Teams should print one roster, and a score sheet for each game per team (6 score sheets should be enough for all events). Teams may incur the following penalties (in addition to the ones stated above) if they arrive to their first game without their roster turned in and score sheets approved by coaches check-in:
   a. The opposing team will be awarded two points per mistake and the ball to begin the game
   b. Teams will have until their second game to complete their paperwork or they will forfeit
2. Log into your account on Tournament Connect by clicking the "update rosters" button on www.jamonittournaments.com
   a. This should be the account you used to register for the event.
3. Using the "teams" tab in your profile, select the team for which you wish to begin building the roster.
4. Click the "add AAU player" button located to the top right of your roster.
   a. Selecting the event in the drop down menu directly above the roster and to the left of the "add AAU player" button will show if your AAU numbers are being verified and if your players are eligible for the tournament based on the event rules.
   b. You may choose one of the three offered methods to add players to your roster once clicking the "add AAU player" button. Teams will want to use one of the first two methods, as this will automatically verify the AAU memberships – shown with a green check mark.
      i. If teams have coaches/players that have issues with getting the system to verify /accept their AAU membership numbers, they must print out those individual membership cards to turn in with their rosters and enter those membership numbers online manually (third method offered) – this will supplement the online verification in the event the system does not automatically verify the membership and is not meant as an alternative. All membership numbers will still need to be inputted.
5. Coaches can be added using the "add AAU coach" button down to the right of the roster. If you are having issues with the system accepting a coach, you may add coaches via the "contacts" tab – although this will not automatically verify the AAU membership, so AAU membership cards will need to be turned in for those individuals as stated above. IT IS VERY IMPORTANT YOU DO NOT REMOVE A PRIMARY CONTACT – THIS WILL DELETE THE TEAM FROM YOUR ACCOUNT. If the primary contact is not a coach, use the "contacts" tab to change their role to a team manager or director.
6. Clubs are required to print and bring one completed and final roster for each team, as well as one score sheet per game for each team. Rosters are turned in to coaches' check-in prior to the teams' first game, and score sheets are approved. Use the "print roster" and "print score sheet" buttons above the roster in order to print – remember you must have the event selected from the drop down menu above the roster before printing.