



Team and Player Registration For UPA Sanctioned Events

Use the following checklist to make sure you have taken care of your team and player's registration for an upcoming UPA event. Visit www.upa.org/outreach/sanctioning/teamregistration#teamreg for details.

Checklist

- Pre-register your team with the director/organizer of the event
- Complete an official UPA team roster
- Each player on the team must have a signed waiver of liability on file.
- Each player must either be a UPA member or pay the one-time event fee.
- Youth participants must have the waiver of liability signed by a parent/guardian
- Youth participants must have a completed medical authorization form signed by a parent/guardian. Medical authorization forms are kept with the chaperone at all times. They are not submitted to the UPA.
- Youth participants must have a designated chaperone. Chaperones must complete the chaperone form and return it to the UPA.

Materials mailed directly to the UPA before an event must be received 3 days before the event in order to be processed on time. Mail any materials to:

UPA

Attn: Sanctioning

4730 Table Mesa Dr., Ste I-200C

Boulder, CO 80305

Materials that are to be submitted at the event should be organized and labeled. Make sure all checks have notations in the memo identifying who the payment/s are for. Make sure the team name is on all materials. Staple everything together or put in a folder to help keep everything together.

Contact sanction_event@hq.upa.org 303-447-3472 with any questions.