



How to Stand Up Your Team Within the GWPL

Last updated: March 2025

1. Register with the GWPL

If you have indicated to the GWPL, whether verbally, via an online form, or via email – that you would like to register a team for the GWPL Fall season, we are already considering you in our scheduling.

a. Dues:

- i. Season Deposit of \$100 per team are due by 4/15
 - o [Fill out the soft registration form](#)
- ii. Full Season Dues are \$1400 per team, due 6/30
 - o Pay via Zelle Georgiawaterpololeague@gmail.com
 - o Pay via check: Georgia Water Polo League 840 Barnett St. NE Atlanta, GA 30306

b. Rosters:

- i. GWPL Roster submission by 7/15. A google sheet template will be provided.
- ii. First USAWP Sport80 Roster by 8/4
 - o We will set up a “test tournament” in Sport80 for you to play around with in the application
 - o We will host a Sport80 demo optional call to instruct how to submit a roster, step by step (late July)
 - o Your athletes need to register with USAWP (minimum Bronze athlete) in order for you to add them to the rosters

Upcoming deadlines:

- **4/15** Season Deposit
- **6/30** Full Season Dues
- **7/15** GWPL Roster Spreadsheet Due
- **8/4** Sport80 Rosters Due

2. Register with USAWP

Tell your Athletes to Register

All athletes are required to have a USAWP membership (minimum Bronze level). They can do so by signing up directly on usawp.sport80.com and joining the Georgia Water Polo League. They can then communicate to you their USAWP ID #. They will need to be a valid member from August-October at a minimum in order to participate in GWPL games. Also, if they turn 18 in the months of August-October, they will need to update their membership to obtain SafeSport certification. (The Sport80 portal will tell them that, and your Admin will see they are ineligible when building out weekly rosters in the Sport80 portal.)

Designate your Coaches

We recommend starting this ASAP. Sometimes, it can take coaches up to 4 weeks to complete registration.

All coaches are required to have a USAWP membership. They can do so by signing up directly on usawp.sport80.com. They should designate "Coach" in their application. In addition to purchasing a membership, all coaches are required to comply with all USAWP requirements that make them "eligible" on the portal. Details are listed below.

Coach Checklist:

- Sign up for USAWP as "Coach"
 - Discount code available for FIRST TIME GWPL teams only (email us for discount code)
- Complete **CPR certification** from any accredited national certification organization
 - Submit CPR certification to USAWP via the Sport80 portal
- Complete **SafeSport certification** through Sport80 portal (cert confirmation will automatically be sent to USAWP)
- Submit **concussion waiver** to USAWP via the Sport80 portal
- Submit **background screening** to USAWP via the Sport80 portal
- Email GeorgiaWaterPoloLeague@gmail.com with all coaches Full Name, DOB and USAWP#.

Designate Your Team Admin

[Read more about the Team Admin here.](#)

Each Club is required to have ONE Admin who will be responsible for managing and submitting team rosters prior to game weekends (due Thursday night each game week). The Admin will ensure all athletes and coaches are in good standing with USAWP, meaning SafeSport certifications and USAWP memberships are valid and current and Athletes are rostered within the correct Division. **If an Athlete or Coach is not in good standing with USAWP, they are**

not permitted to participate in GWPL games or events. This is the responsibility of the team Admin.

Admin Checklist:

- Sign up for USAWP as “Admin”
 - Discount code available for FIRST TIME GWPL teams only (email us for discount code)
- Complete **CPR certification** from any accredited national certification organization
 - Submit CPR certification to USAWP via the Sport80 portal
- Complete **SafeSport certification** through Sport80 portal (cert confirmation will automatically be sent to USAWP)
- Submit **concussion waiver** to USAWP via the Sport80 portal
- Submit **background screening** to USAWP via the Sport80 portal
- Email GeorgiaWaterPoloLeague@gmail.com with the admins Full Name, DOB and USAWP#.

3. Practice Rosters on Sport80

Submit your first Test Roster on Sport80

This cannot be done until your admin has purchased a USAWP, completed their screening requirements, and granted access to the GWPL account on Sport80 (we will grant access once we have your admin indicated on the internal roster you submit). You also need to ensure your athletes are registered for USAWP in order for the system to locate them. You cannot add an athlete to your roster if they are not USAWP members.

- a. Locate our test tournament by navigating to the Tournaments section on the left and searching “GWPL Test Tournament 2025”.

- b. Click Enter Now.

If you are a new team:

Click Actions on the top right, Enter New Team. Name your team “Club Name Division.” (For example: Vikings Girls, Vikings Boys A, Vikings Boys B, Vikings Development). If you are a returning team, find your team on the list and select Enter.

- c. You should then find your team on the Team Registration, Coach Roster and Team Roster sections.
- d. Under Team Registration find your team and indicate the division.
- e. Under Coach Roster find your team and click the pencil under Members. Click Actions Add Team Member.
 - i. Add Previous Team Member will give you a list of members who have been listed as a coach on this team in the past.
 - ii. Add New Team Member will allow you to search the entire GWPL member database and find any coach.
 - iii. Indicate a Coach Position for all coaches you list.

- f. Under Team Roster click the pencil under Members. Click Actions Add Team Member.
 - i. Add Previous Team Member will give you a list of members who have been listed as an athlete on this team in the past.
 - ii. Add New Team Member will allow you to search the entire GWPL member database and find any athlete.
 - iii. Indicate a cap number for all athletes you list.
- g. When your roster is eligible and ready to go, your Score Sheet and ID Card Report buttons will be clickable. If they are greyed out like this, an athlete or coach is ineligible:

Name	Members	Entered By	Eligibility	Entry Form	Score Sheet	ID Card Report	Actions
Dynamo	13	Dynamo Water Polo	Ineligible	Complete			

Rows per page: 20 1-1 of 1

Common issues that make a listed member ineligible, in turn making a roster ineligible:

- The athlete is 18 and has not completed their SafeSport certification.
- Cap Number or Coach Position has not been assigned.
- Coach has not completed their SafeSport certification or is missing any of the other listed requirements to be in good standing with USAWP.
- The athlete has not signed the concussion waiver.
- Athletes are not within the age limits of the division selected on the Team Registration tab.

4. Identify and Communicate SafeSport Core Certification Requirements

Every adult individual 18 years or older (or will turn 18 in the coming competition year) associated with your team who will have regular contact with minor athletes are required to have *SafeSport Trained* Core Certification. All team management and Board members are required to have *SafeSport Trained* Core Certification. All adults who will be on deck and proximate to athletes are required to have *SafeSport Trained* Core Certification.

Team SafeSport Roster Checklist:

- Who needs to be *SafeSport Core* Certified?
 - All adults (18 and older):
 - All Coaches
 - Team Admin
 - All athletes 18 and older
- Complete *SafeSport Core* certification through Sport80 portal (cert confirmation will automatically be sent to USAWP)