

YSFL CERTIFICATION PROCESS

YSFL does **NOT** use team folders. All information related to a team and their given players is maintained online within the Team Console Management system. *The YSFL runs an ONLINE TEAM FOLDER process.*

YSF HAS AN ONLINE "PLAYERS PORTAL" THAT ALLOWS PARENTS TO UPLOAD ALL DOCUMENTS FROM THEIR HOMES - http://ysfl.league-magic.com/main_player_portal.asp

There are 3 categories of players:

1. ***PLAYERS THAT ARE NEW TO YSF*** - Add players to your rosters by clicking the "ADD PLAYERS" button. The YSF League Magic Players portal allows your parents to sign their Medical, Liability and Covid forms online as well as upload their Pictures and Birth Certificates. Send this website link to your parents. http://ysfl.league-magic.com/main_player_portal.asp Prior to parents uploading player documents these players **MUST FIRST** HAVE BEEN ADDED YOUR LEAGUE MAGIC TEAM ROSTER, and then the parents **MUST** enter their players name into the fields on the Parent portal exactly how you have added them to your team rosters. Once they have e-signed and uploaded their documents/pictures and birth certificates, these items will be added into your player rosters.
2. ***PLAYERS FROM CLUBS THAT USE LEAGUE MAGIC FOR THEIR FALL PROGRAM*** - your players from your fall season can be imported from your Fall League Magic program into the Spring League Magic program. There will be a button next to the "Add Players" button in your team rosters called "IMPORT PLAYERS", use this button to add those players from your fall rosters into your Spring rosters. These player's parents can then use this same players portal to e-sign the YSF required forms.
3. ***PLAYERS THAT HAVE PLAYED IN YSF IN PREVIOUS SEASONS*** - If your players played in your previous spring teams these players can be found by clicking the "EXISTING PLAYERS" button and once saved these players are added to your current season player rosters. ***(For returning spring players that have already manually signed medical/liability and covid documents from previous seasons, re-signing online again is not required for the new season)***

Teams should take the following steps with regard to the documents required for ALL of their players:

- a. ALL players must be added to the Team Console and all required information filled out.
- b. ALL player photographs must be uploaded into each of the players pages on the Team Console. These photos can be uploaded through the Players Portal by parents.
- c. Parents should take a photograph of the players copy or original birth certificate and upload it into the players page of the Team Console. These birth certificate photos can be uploaded through the Players Portal by parents

Players/Parents must then also bring their original birth certificate to their actual certification event in order to verify that the picture of the birth certificate in the Console is the same as the actual original birth certificate. These originals will then be returned to the parent once certified.

- d. Players/Parents must also bring an ID of the player or parent/guardian of the player to their actual certification event so that YSFL can verify that the birth certificate uploaded is the players actual birth certificate. *(See detailed description of the birth certificate and ID requirements below)*
- e. Medical, Liability and Covid forms can be e-signed online using the Players Portal.

Player Certification Procedure - The YSFL offers multiple opportunities to certify players prior to the season at certification offices held in every city and also at the game fields. Teams can certify their players incrementally or all at one event. All dates for certification events *for each state* are announced on each of the state tournaments websites one month prior to the season start. When you bring your players to a certification event the YSFL will proceed to certify your player, by checking the photograph and player information, verifying the player's BC and ID and checking the e-signed Liability, Medical and Covid Forms.

Game Check in Procedure - As the YSFL does not use team folders, the game check in procedure is unique. Prior to the games coaches will line their players up on the field and the YSF officials will use the online check in form to check teams in. All information on each particular player in the team is maintained and managed online. Remember YSFL runs certification offices at every game field where players can be certified. Also prior to the season the YSFL runs certification offices and events at multiple venues all over the states.

ORIGINAL BIRTH CERTIFICATES AND ID REQUIREMENTS *IMPORTANT* - The YSFL requires an original birth certificate verification and a copy of parent or player ID in order for players to participate and become certified. Players can satisfy this BC and ID verification process by choosing ANY of the following choices.

- **Choice #1** - Original or Certified Birth Certificate AND photocopy of the player or parents ID
- **Choice #2** - Original Passport only
- **Choice #3** - Original Player Drivers License only
- **Choice #4** - Original Federal or State ID card

Notes

- *Parents names on birth certificates* - If using the parents or family members ID this name must also be on the birth certificate.
- *ID's should contain picture and birth date* - Federal or State ID cards are acceptable if they contain the birth date of the player as well as a picture identification
- *Foster/Adoptive/Grandparent* - In situations where the player is under a Foster, Adopted or Grandparent scenario and the name on a child's birth certificate and or parent ID is different from the player's then some kind of legal paperwork will be required to verify this difference prior to the child's certification. Both documents above are still required.
- *Presentation of Originals* - In all cases Original documents will only be required to be shown **ONCE** at the YSFL Certification office event, and can then be returned to the parents/players immediately. A photograph of the birth certification only will be uploaded through team consoles.

If parents are concerned about releasing their originals to the coach, they can attend any of the pre-certification events and/or offices to show the YSFL official their originals and then retain them.

In order for the YSFL to certify a player fully, the player MUST be present and ALL paperwork complete. Parents are not required if a player has all their correct information in hand at the event. Coaches can certify their players incrementally at various locations and/or events or bring all their players to one event. The YSFL advises teams to do as much in advance of the first game as possible to reduce delays.

There are THREE ways in which players can be certified prior to their playing in a game:

- a. **YSFL Regional Certification Travel Meetings** - These meetings are held in EACH state and EACH district approx 1-2 weeks prior to the season start by an YSFL certification travel team who will travel into all regions and conduct the events. The YSFL will provide dates and locations for these meetings a month prior to the season on each of the state tournaments websites.
- b. **YSFL Certification City Offices** - Along with the regional travel certification events, the YSFL will also open Certification offices 1-2 weeks prior to the season start in most districts where coaches can go to get their players certified in their local towns.
- c. **YSFL Game Day Certification Offices** - For the first 3 weeks of the season the YSFL provides certification offices that are situated at *every* game field where the YSFL is conducting tournament games for that week. Players can be certified immediately before their games.