

YSFL CERTIFICATION PROCESS

1. **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. Teams should take the following steps with regard to the paperwork required for ALL of their players:
 - a. ALL players must be added to the Team Console and all required information filled out.
 - b. ALL players photographs must be uploaded into each of the players pages on the Team Console.
 - c. Take a photograph of the players copy or original birth certificate and upload it into the players page of the Team Console. 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. Coaches should print out the Medical and Liability forms. (Click on the “Print Players Forms” button in the players page, these forms are also available on the Documents page on the YSFL website and within this document) Have ONE of the player’s parents sign both documents. Coaches/Parents/Players should bring both these original forms to the certification events and they will be retained by the YSFL certification clerk when your player is certified.
 - f. Players requiring a weight limit are weighed in to certify their weights. *Players are only required to weigh in ONCE for the season.* If a player misses weight they can weigh in as *many times* as they wish up to and including the start of the 3rd week of regular season games.

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, retaining the Liability and Medical Forms, and verifying the player’s weight if required.

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 print out their “Check In Scan Card” (*This form can be found on the team’s players page under the “Print Players Forms” menu – see example below*). This is a single page report containing each players bar codes and photograph. The YSFL Certification clerk will check in teams using this report and a bar coder. 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.

EXAMPLE OF A SCAN CARD



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.