

YSFL CHEER CERTIFICATION PROCESS

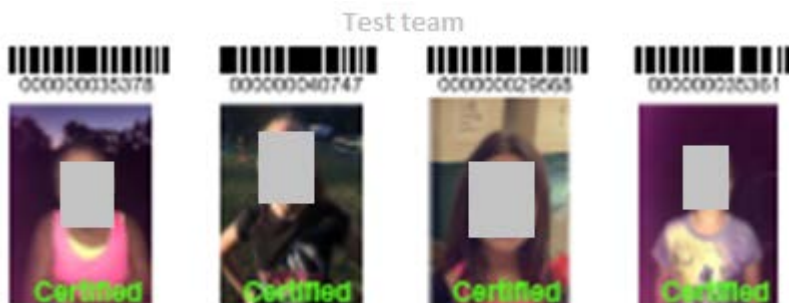
YSFL does NOT use team folders. All information related to a team and their given cheerleaders is maintained online within the Team Console Management system. The YSFL runs an ONLINE TEAM FOLDER process. Teams should take the following steps with regard to the paperwork required for ALL of their cheerleaders:

- a. ALL cheerleaders must be added to the Team Console and all required information filled out.
- b. ALL cheerleaders photographs must be uploaded into each of the cheerleaders pages on the Team Console.
- c. Take a photograph of the cheerleaders copy or original birth certificate and upload it into the cheerleaders page of the Team Console. Cheerleaders/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. Cheerleaders/Parents must also bring an ID of the cheerleader or parent/guardian of the cheerleader to their actual certification event so that YSFL can verify that the birth certificate uploaded is the cheerleaders 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 cheerleaders page, these forms are also available on the Documents page on the YSFL website and within this document) Have ONE of the cheerleader’s parents sign both documents. Coaches/Parents/Cheerleaders should bring both these original forms to the certification events and they will be retained by the YSFL certification clerk when your cheerleader is certified.

Cheerleader Certification Procedure - The YSFL offers multiple opportunities to certify cheerleaders prior to the season at certification offices held in every city and also at the game fields. Teams can certify their cheerleaders 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 cheerleaders to a certification event the YSFL will proceed to certify your cheerleader, by checking the photograph and cheerleader information, verifying the cheerleader’s BC and ID, retaining the Liability and Medical 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 print out their “Check In Scan Card” (This form can be found on the team’s cheerleaders page under the “Print Player Forms” menu – see example below). This is a single page report containing each cheerleaders bar codes and photograph. The YSFL Certification clerk will check in teams using this report and a bar coder. All information on each particular cheerleader in the team is maintained and managed online. Remember YSFL runs certification offices at every game field where cheerleaders 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 cheerleader ID in order for cheerleaders to participate and become certified. Cheerleaders 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 cheerleader or parents ID
- **Choice #2** - Original Passport only
- **Choice #3** - Original Cheerleader 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 cheerleader as well as a picture identification
- *Foster/Adoptive/Grandparent* - In situations where the cheerleader 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 cheerleader'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/cheerleaders 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 cheerleader fully, the cheerleader MUST be present and ALL paperwork complete. Parents are not required if a cheerleader has all their correct information in hand at the event. Coaches can certify their cheerleaders incrementally at various locations and/or events or bring all their cheerleaders 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 cheerleaders can be certified prior to their playing in a game:

- 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.
- 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 cheerleaders certified in their local towns.
- 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. Cheerleaders can be certified immediately before their games.