

## YSFL CHEER CERTIFICATION PROCESS

- ✓ **PUT TOGETHER YOUR TEAM DOCUMENTS** – *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.*

**YSF HAS AN ONLINE "PARENT PORTAL" THAT ALLOWS PARENTS TO UPLOAD ALL DOCUMENTS FROM THEIR HOMES** - [http://ysfl.league-magic.com/main\\_player\\_portal.asp](http://ysfl.league-magic.com/main_player_portal.asp)

**There are 3 categories of cheerleaders:**

1. ***CHEERLEADERS THAT ARE NEW TO YSF*** - Add cheerleaders to your rosters by clicking the "ADD PLAYERS" button. The YSF League Magic Parent 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](http://ysfl.league-magic.com/main_player_portal.asp) Prior to parents uploading cheerleaders documents these cheerleaders **MUST FIRST** HAVE BEEN ADDED YOUR LEAGUE MAGIC TEAM ROSTER, and then the parents **MUST** enter their cheerleaders 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 cheerleaders rosters.
2. ***CHEERLEADERS FROM CLUBS THAT USE LEAGUE MAGIC FOR THEIR FALL PROGRAM*** - your cheerleaders 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 cheerleaders from your fall rosters into your Spring rosters. These cheerleader's parents can then use this same Parent portal to e-sign the YSF required forms.
3. ***CHEERLEADERS THAT HAVE CHEERED IN YSF IN PREVIOUS SEASONS*** - If your cheerleaders played in your previous spring teams these cheerleaders can be found by clicking the "EXISTING PLAYERS" button and once saved these players are added to your current season cheerleaders rosters. ***(For returning spring cheerleaders 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 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 players pages on the Team Console. These photos can be uploaded through the Parents Portal by parents.
- c. Parents should take a photograph of the cheerleaders 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 Parents Portal by parents

*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 cheerleaders or parent/guardian of the player 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. Medical, Liability and Covid forms can be e-signed online using the Parents Portal.

**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:

- 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 cheerleaders 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. Cheerleaders can be certified immediately before their games.