

COACH BADGE APPLICATION PROCESS

Each team in the tournament is allowed six (6) badges. Organizations with multiple teams can combine their teams for a total badge count regardless of which teams the coaches are part of. (i.e. 5 teams x 6 badges = 30 total badges) All Head and Assistant coaches, Team Moms and Administrators fall under this 6 badge requirement.

There are two processes for obtaining an YSF Coaches Badges for the season.

- Coaches with a verifiable coach badge valid from their immediate previous fall season only will be allowed to obtain a free YSFL Badge replacement by uploading a copy of their fall season badge and requesting an YSF badges.
- Coaches without a fall program badge must complete the YSF background check to apply for an YSF badge. The YSF background check portal is on every state tournament website.

The procedure for obtaining a Coaches badge is completed entirely online through the “Coaches Page” on the League Magic Team Console.

- All coaches that are part of a team in the tournament should be entered into their team’s Team Console. Click on the “Coaches” button and then the “Add New Coach” button
- All Coaches should upload their pictures on the left side of the coaches profile (*This picture will be used on their badge*).
- If a coach has a Fall badge, the coach should upload their picture on the left AND a picture of that fall badge on the right.
- If a coach does **NOT** have a fall badge, they should upload their picture and then click on the #2 button that says “Check box now if Coach will do a Background Check” **IF YOU DO NOT CHECK THE RADIO BUTTON #2, YSF WILL NOT GET AN ALERT TO CHECK YOUR BACKGROUND AND YOU WILL BE WAITING FOREVER.**
- If a coach is doing a background check they should go to this link on the Youth Spring Football website <http://youthspringfootball.com/background-checks/> click on the blue button that says “SUBMIT COACH BACKGROUND HERE” and go through the process.
- VERY IMPORTANT** – The coach needs to go all the way through the background process until they get to the part that requires them to pay the fee for their background. If they do not complete this part your background will NOT be processed!
- Once the background is approved then the coaches badge will be approved and the “PRINT BADGE” button will be active.
- Coach badges can be laminated, or placed into a lanyard for use. **COACHES MUST WEAR THEIR BADGE AROUND THEIR NECKS IF COACHING ON THE SIDELINE.**

