

## COACH BADGE APPLICATION PROCESS

Each team in the tournament is allowed 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 YSFL Coaches Badges for the season.

- a. 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 YSFL badges.
- b. Coaches without a fall program badge must complete the YSFL background check to apply for an YSFL badge. The YSFL 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 Team Console.

- a. All coaches that are part of a team in the tournament should be entered into their team’s Team Console.
- b. All Coaches should upload their pictures (*This picture will be used on their badge*).
- c. If a coach has a Fall badge, the coach should upload their picture AND a picture of that fall badge and then click the “Apply for Badge” button. The coach will receive an email informing him that their badge has been submitted and accepted.
- d. If a coach does NOT have a fall badge they should upload their picture and then click on the “Background Check” button and fulfill the background check. Once they have completed this process they should return to their coaches page and click on the “BG Check completed” button and also click the “Apply for Badge” button. Once the background is approved the badge will be accepted.
- e. Once the YSFL has approved their badge the coach will receive an email informing them their badge is approved and they will then see the “Print Button” become active and the coach can click on this button and print their badge.
- f. Coaches badges can be laminated, or placed into a lanyard for use.