



FSYFL Certification Process

The following points detail the exact process that the FSYFL uses to certify teams and players. Coaches should be aware of these steps so that their teams can be fully ready to play Game #1.

1. *Complete the Players File Folder*- Coaches are required to complete the file folders with **FOUR (4)** plastic sleeves for each player on their team. Items required in each plastic sleeve are as follows:
 - Sleeve # 1 – Must contain the FSYFL designated Hard Card with photo and all information. The section for the signing of certification for each game should be cut out to allow FSYFL officials to enter information onto the hard card without removing the hard card.
 - Sleeve #2 - A copy of player Birth certificate. The Original or Registered league certified copy of the Birth Certificate and ID will be also included in this sleeve ONLY until the players certificate is certified. At that time the copy will be stamped and placed back into this sleeve and the original returned to the players parents.
 - Sleeve # 3 – The signed copy of the FSYFL Liability Form.
 - Sleeve # 4 – The signed copy of the FSYFL Medical Release Form.
2. *Original Birth Certificates and Student ID's Guidelines* – In order for a player to be certified with the FSYFL an original/certified Birth Certificate and Student ID (EITHER some kind of ID for the actual player OR an ID of the parent that is represented on the Birth Certificate) must be presented. The below matrix details what the various choices for qualification are. **Parents must comply with any ONE of the below detailed choices to gain certification.** Please note that each choice has 2 components; a birth certificate component and an ID component. Both components must be verified to allow a player to be certified. In Choice #4 and #6 the birth certificate component satisfies both components. Choice #3 allows players to use a “Certified Copy of the Birth Certificate” this is state or federal certified copy, a school certified copy and/or a Reputable Football Organization certified copy (must be a well known organization such as Pop Warner or other registered league) **IN ALL THESE CASES THEY MUST HAVE AN ORIGINAL STAMP FROM THE ORGANIZATION.** If the stamp is not original the certified copy will be rejected and an original required. A returning player to the FSYFL tournament may use their previous years FSYFL certified birth certificate copy under this component.

Choices (Choose ONE)	Birth Certificate Requirement	ID requirement
Choice # 1	Original Birth Certificate	Original player ¹ or parent ID ²
Choice # 2	Original Birth Certificate	Copy of player ³ or parent ID ⁴
Choice # 3	Certified Copy of Birth Certificate ⁵	Original player ¹ or parent ID ²
Choice # 4	Original Passport ⁶	Not required
Choice # 5	Copy of Passport ⁷	Original player ¹ or parent ID ²
Choice # 6	Original Drivers License of Player ⁸	Not required

1. Original Player ID's can be any type of ID but must have been produced by a reputable entity such as a business, school, state or federal institution. Both the players full name and photograph are required on the ID. The ID must have been generated professionally.
2. Original Parent ID's can be any type of ID but must have been produced by a reputable entity such as a business, state or federal institution. One of the parents name's on the ID must correlate to one of the parents on the birth certificate to be accepted. The ID should have been generated professionally, with the parent's name and name on the document.
3. Player ID copies can be any type of ID but must have been produced by a reputable entity such as a business, school, state or federal institution. Both the players full name and photograph is required on the ID copy. The ID should have been generated professionally. These copies will only be accepted if they are clear and untampered copy. In the event the FSYFL certification clerk deems the ID to be faded or tampered with the copy will be rejected and an original required.
4. Parent ID copies can be any type of ID but must have been produced by a reputable entity such as a business, state or federal institution. One of the parents name's on the ID copy must correlate to one of the parents on the original birth certificate to be accepted. The ID should have been generated professionally, with a photograph and parent name on the document. These copies will

only be accepted if they are clear and untampered copy. In the event the FSYFL certification clerk deems the ID to be faded or tampered with the copy will be rejected and an original required.

5. This certified Birth Certificate copy can be a state or federal certified copy, a school certified copy and/or a Reputable Football Organization certified copy (must be a well known organization) **IN ALL THESE CASES THEY MUST HAVE AN ORIGINAL STAMP FROM THE ORGANIZATION.** If the stamp is not original the certified copy will be rejected and an original required. A returning player to the FSYFL tournament may use their previous years FSYFL certified birth certificate copy under this component.
6. If an original passport is presented this will satisfy **BOTH** the birth certificate and ID requirements
7. These copies of the passport must have the page where the photograph and birth date are clearly marked. These copies will only be accepted if they are clear and untampered copy. In the event the FSYFL certification clerks deems the Passport Copy to be faded or tampered with they will be rejected and an original will be required.
8. If an original drivers license is presented this will satisfy **BOTH** the birth certificate and ID requirement. (This will obviously only be applicable for players on the Varsity level)

Note # 1 (Foster/Adotive/Grandparent) – In situations where the player is under a Foster, Adopted or Grand parent scenario and the name on a childs 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 childs certification. Both documents above are still required.

Note # 2 (Presentation of Originals) – In all cases Original documents will only be required to be shown **ONCE** at either the Pre-certification meeting or the players FIRST game check in, and can then be returned to the parents/players immediately. All file folders will have only the copies of documents contained.

Note # 3 (Certification Stamp) – All documents **MUST** be presented and complete prior to a player being certified. Coaches should only bring players to the Pre-Certification meeting that have **COMPLETE** documentation, photos and originals etc. Partial presentations of document will not be sufficient for certification of a player.

3. *Pre-certification Meeting* - This meeting is held 7-10 days prior to season start in each region. An FSYFL certification team will travel to all areas and provide a time and location for this meeting. All coaches will be informed of the time and place well in advance. Coaches and players may attend with their player file folders. The following activities take place at this meeting:
 - Each player insert in the Team file folders are checked for correct paperwork; hard card, birth certificates and liability forms. If complete the “FSYFL Verification” boxes are stamped.
 - Original Birth Certificates and Student ID’s are checked (or certified copies) and if complete the “Birth Certificate & Student ID” box is stamped.
 - Players may be weighed in to certify their weights.

Note: The purpose of the Pre-Certification meeting is to complete as much of the players paperwork and certifications as possible. Any additional players that have incomplete paperwork or have been added after this time may be certified at the 1st through 4th week of games at their team check in.

COACHES ARE ADVISED TO TAKE ADVANTAGE FO THIS PRE-CERTIFICATION PROCESS TO ALLOW FOR THEIR FIRST GAME TO BE WORRY FREE.

4. *First Game Weigh In* - All players on each team roster are checked against their hard card and photo and then weighed. If the player has already been certified at the pre-certification meetings they will be checked in and the game section stamped. If the player has NOT been pre-certified their paperwork will be certified and stamped and the player weighed. **Once a player has been weighed and has the 3 certified hard card stamps they do not have to weigh again for the season. The team will still check into to the FSYFL registration tent prior to a game but verification will be done with jersey number and hard card photographs only**
5. *Weigh ins for games up to the start of the 4th game of the FSYFL season* - Due to the fact that teams are allowed to add players up to the **start** of the 4th week of games of the regular season, all late addition and incomplete paperwork players will be weighed in and stamped at these game weigh ins. Following the start of the 4th week of games the final roster for the teams will be frozen.
6. *4th week of games* – At the start of the 4th week of games the Head coach will be required to sign their frozen roster sheet. This roster will then be placed into the front of the Team File Folder. No additions or changes will be allowed to the team from there on out.