Paperwork Procedure

SAFETY FIRST! Paperwork is required from all participants including Players, Volunteers and Associations. It is the responsibility of the conference or any event host to verify that all items on the checklist are complete.

Paperwork is for your safety as well as the participants.

NO person, team, or conference shall be eligible to participate in any AYF/AYC intra-league competitive event/tournament in football or cheer without completing the required paperwork.

**Conferences/Association should keep waiver forms for a minimum of 7 years to protect against liability; laws vary by STATE so you should consult local counsel.**

Download forms:  
www.MyAyf.com
Getting Ready for Certification

Notes:

✓ To simplify this presentation, each required form will be shown in the order that they should appear in the book.
✓ This handout will show you each form and give you important information you should know.
✓ You may use less sheet protectors by combining sheets, using the “front” and “back” format if you choose to.
✓ PLEASE NOTE: this presentation directly relates to Football Books, Cheer books are slightly different.
✓ PLEASE NOTE National & All American Participation Cards are different.
✓ Don’t Forget: You need a minimum of 16 players per team.

Player Book Supply List
1) Large 5” D-ring Binder for each team
2) 7 Tab Dividers (for section breaks)
3) Sheet Protectors for all pages
4) Sticker type Tab Dividers (for Player Names)

Certification Day Supplies
1) Team Stamp (supplied by AYF Staff to Regional Host)
2) Highlighters
3) Scissors
4) Post it notes
5) 9x12 Envelope

All Paperwork Requirements

Player Documents
- Participant, Tracking and ID Card page 1
- Participant, Tracking and ID Card page 2
- Medical Clearance Form
- Original or Certified Birth Certificate
- Emergency Medical Treatment, Consent & Information
- Waiver & Release of Liability - Minor
- Image Release - Minor
- AYF Code of Conduct
- Resume Participation - Medical Clearance Form (if needed)
- Reports Card (All-American Division)
- Absentee Forms (if needed)

Organizational Documents
- Official Roster - (2 Copies)
- Mandatory Play Roster (MPR) Form (10 copies, football only)
- Background Check and Coaches Training Affidavit (Head coaches required to have $2 million liability coverage)
- Scholastic Eligibility & Confidentiality Affidavit
- Certificate of Insurance/Proof of Insurance
- Amateur Athletic Waiver & Release of Liability - Adult
- Image Release - Adult
- Red Cross Certified Volunteer Cards
- Player Age & Weight Chart
- Concussion Statement Child
- Coaches Concussion Affidavit
- AYF 2015 National Rule Book
Get a Large D-Ring Binder
(Preferably locking, so you don’t lose your papers if you drop your book.)
All pages should be in a page protector, don’t hole punch your documents.

Put the Head Coach’s name and Phone number on the side of the book

The cover should include:

[YEAR]
[CITY]
[MASCOT]
[TEAM NAME]
Label Your Divider Tabs

We highly recommend that you use the sticker type of label-tabs and write in the last name, first initial of the participant. Stick this tab on the Sheet Proctor holding the Player Card. (This could be one of the last things you do). It speeds up the weigh in process and really helps the weighmaster and coach.
Rule Book

A copy of the 2015 AYF Football Rule Book must be included in the front of all books. (print at MyAyf.com)

Use front and back printing to save space, and make sure you staple the book. Then place both documents in the same sheet protector.

This document is the first in the book, before the Rosters/MPR divider tab.

Please note: Every coach should print a copy of the rule book, and thoroughly understand its contents. They will need a copy at our certification.

Why do we have a rule book in every book? We require a copy in each book to alleviate any disputes, regarding the interpretation of our rules and regulations.
1. Rosters/MPR

Time to use a Divider Tab
Rosters

The next two pages after the rulebook is your Official Rosters. This is a two-page document and should be placed front to back, in one sleeve protector.

2 Roster copies are required, and both those rosters will be certified by the conference.

Be sure to type all information completely.

Also note...football and cheer uses different types of rosters.

Be advised: Regional and National tournament members will have their rosters verified against the rosters uploaded at MYAYF.COM. All rosters are due by Oct 1st.

Page 2 of Official Roster

This is what the back will look like. Again, the roster is a two-page document.

Therefore, you should have two sets of the same 2-sided roster.
The players **MUST** be listed in **Numerical Order** according to their **jersey #**.

This form **MUST** be typed.

Print **10 copies** to handle all your games for the season. All copies will get a certification stamp from the conference.

All of the MPR forms can be placed in one sheet protector.

At the conclusion of your game, and after you have all the required signatures, place the completed MPR form in a sheet protector in the back of the book.

**Do NOT LOSE YOUR MPR Forms!**
Participant Paperwork

It’s now time to put in the paperwork for your participants.

Older/Lighters *(National Div. only)* are listed first in the book, and are separated by their own tab.

All the remaining participants will behind the Players tab.

Players are listed in alphabetical order, by the LAST name. Do NOT put players by the order on your MPR sheet.
2. Older/Lighter

Time to use a Divider Tab
3. Players

Time to use a Divider Tab
So far you should have your rule books, roster, and MPR forms in your binder. The next section is for your players, and starts with the Participant, Tracking and ID Card. *Many people also call this the PLAYER CARD

*Don’t forget: Players are listed in alphabetical order by last name, with older lighter kids grouped in a section before your normal players.

Please Note: Jersey Numbers are required on the Players Card.

*Player cards should be printed on thick cardstock paper, and ideally, this should be one sheet, using front to back printing.

*If you cannot merge the picture prior to printing, it is highly recommended that you merge your player pictures on mailing/shipping labels. The space on the card is 2 ½” tall by 3 ½” wide. (sample is on page 10). This way you can print your cards in black and white, but have a color picture. Using the label is also a better option than taping and gluing pictures.

*This form is used by the league to certify that all the documents are present. We will train you on how this card is stamped at our certification clinic.

Important Note: Use Clean cards. Don’t recycled or modified them in any way.

*Cut out this section (on the sheet protector) for the Weighmasters, so the card does not have to be removed at weigh-ins.

Please note, National and All American divisions use different cards.
You must complete all the information on the upper half of the document.

The card will not get certified if it is missing the parents initials and signature.

Please note: A lot of players were not certified and books were incomplete because of information missing on this sheet. Please make sure all the information is here, and you have the signatures.
Age Verification

Placed on the backside of the physical form

The following is the only acceptable forms of player verification:

i. **Original** birth Certificate -will be returned after certification (please include a photo-copy, which will be certified)

ii. State/city/town **raised seal certified** copy of birth certificate

iii. **Notarized copy** of original birth certificate

iv. **Letter from school*** certifying copy of birth certificate

v. **State issued sport** birth certificate

vi. DMV ID cards

vii. Military ID cards

viii. Passports, and/or any government issued photo id with birth date (not a copy of)

*The letter must be in a sealed school envelope, it can either be a student profile or transcript, but it must show the date of birth and HAVE A PICTURE of the child.
Emergency Medical Treatment Form

Please note:
ALL INFORMATION MUST BE COMPLETELY FILLED OUT. NO EXCEPTIONS.

This form should be in the front of the next sheet protector. The back side is the Waiver and Release of Liability.
Waiver and Release of Liability - Minor

Make sure everything is filled out completely, with signatures.

This form should be placed behind the Emergency Medical Treatment and Consent form.
Image Release - Minor

Make sure this is fully completed.
Have your participant sign it, have the parent sign it, and also provide them with a copy they can take home.

This is how we police our behavior on the field, and it is very important to review this with EVERY person in your organization.

It will go on the back side of the Image release sleeve protector.
If your player was injured, in an accident, or sick, and required a doctor's care, you MUST submit a RESUME PARTICIPATION MEDICAL CLEARANCE FORM - (Basically another physical clearing them to resume playing football.)

This form will be in the same sleeve protector as the Medical Clearance Form. It should be placed over the Medical Clearance form.

Blank forms should be located in the back of the book, under the Others tab. You can combine them in one sheet protector.
Absente Form

This form will follow the Code of Conduct and will be the front side of a new page protector.

This form is VERY important for teams interested in competing in the National Championship. Every player on your certified roster must be accounted for. If a player drops mid-season, or cannot attend nationals, fill this form out.
Let’s recap the PLAYER section:

Players are listed in alphabetical order, by last name (with older lighters listed first). The first sheet protector should a label tab with the players last name and first initial.

There are 8 pages for each player (listed in order), and 2 additional pages must be included for special circumstances. (Your organization may ADD Player forms to the team book (ie: report cards) but MAY NOT leave out any listed here.

1. Participation, Tracking and ID Card - Page 1 (Front Side)
2. Participation, Tracking and ID Card - Page 2 (Back Side)
3. Medical Clearance Form (Front Side)
4. Age verification (original birth certificate) (Back Side)
5. Emergency Medical Treatment, Consent and Information (Front Side)
6. Waiver and Release of Liability - Minor (Back Side)
7. Image Release - Minor (Front Side)
8. AYF Code of Conduct - (Back Side)
9. Additional item: Resume Participation Medical Clearance Form
10. Additional item: Absentee Form
4. Team

Time to use a Divider Tab
The next tab contains your Team Information

Starting with: Background Check & Coaches Training Affidavit
Please note: A background check is available for $1.50 per person through the myayf.com. All volunteers working with kids must be checked.

Coaches Training Affidavit
Head coaches will need $2 MILLION LIABILITY COVERAGE for National Championships (to help satisfy the requirement, AYFCOACHING.COM offers a training course that includes $2 Million liability coverage for coaches that complete the course)

This should be on the front side of a new protector sheet.

Concussion Training
This is new for 2013 and is required for ALL HEAD coaches.
If you look at your Participant, Tracking and ID Card, the square certification box on the far right says “scholastics”. Once you have checked all the grades of your participants, you can then fill out this affidavit.

This form is in the back side of the sleeve, following the Background check & coaches training affidavit.
Certificates of Insurance
(Issued by your insurance provider)

&

Proof of Insurance/Risk management Agreements
(3 page form found at myayf.com)

&

If you do not use the AYF Endorsed Sadler & Co Insurance. You will need your insurance agent to complete the 2 page form: AYF/AYC Insurance Coverage Checklist (verification of minimum insurance standards)
Let’s recap the TEAM section:

1. Background Check & Coaches Training Affidavit
2. Scholastic Eligibility and Confidentiality Affidavit
3. Certificate of Insurance
4. Proof of Insurance/Risk Management Agreement
5. Concussion Training (New for 2013)
6. (If necessary) Insurance Coverage Checklist
5. Volunteers

Time to use a Divider Tab
Waiver and Release of Liability - Adult

You need one for every coach and volunteer on this team.

If you are on the ‘sidelines’ you will need to complete this form.
Next:
**Image Release - Adult**

You need one for every coach and volunteer on this team.

The **Waiver** and **Image Release** should be placed front to back, and using one sleeve protector for every volunteer/coach.
CPR/Concussion

Next:

Include a copy of all your CPR cards.

There should be a CPR certification scheduled, see your league administrator.

Head Coaches Concussion Training Certificate* (New for 2013)

All coaches must have a Concussion Training Certificate (CDC or NFHS)

*This is a requirement for coaches attending the National Championships.
Others

Time to use a Divider Tab
Absentee Form -

Used if a player is not participating in Regional or National Events
Resume Participation Medical Clearance Form

Used if a player is injured and wants to resume playing.
Last Page:

Put your completed and signed: Mandatory Play Roster

- 5 Fresh Copies for Postseason play - (photocopy your MPR roster that was stamped at Certification).
- AGAIN: Keep all MPR cards.
- Don’t forget you have different player cards for National and All-American.
- Don’t forget, cheerleader and dance books are slightly different (no mpr forms...etc)
REGIONAL & NATIONAL CHAMPIONSHIPS

Please note:
If you are moving on to Regional and National Championships, you MUST bring your Team binder with all of these CERTIFIED documents to the Regional Event. National Paperwork procedure is separate.

The appointed AYF/AYC regional representative will confirm and check all paperwork and re-organize Player/Team forms (separating your paperwork into binders and envelopes for simple submission at national championships, if you qualify).

If you have questions pertaining to this, please contact:

  craig@americanyouthfootball.com