

## CERTIFICATION BOOK GUIDELINES

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Every team in the PYFL is required to build a Team Book to comply with the rules of Certification. Certification is mandatory in order to play on a PYFL team, and usually takes place after about two weeks of practice in August. The requirements for this book are precise, and failure to fulfill 100% compliance of every player by the day of Certification will result in those players being rejected for the season in question. There will be no appeal – the player or players are out for the season.

In order to assist teams in meeting Team Book requirements, the PYFL has created this guide. Please take this responsibility serious. No one wants to see the sadness in a player's eyes when he's told he can't play football that season.

Sincerely,

PYFL Board of Directors

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### Required Documents – Should be collected at registration

Beginning with the registration process, every chapter should begin preparing for the eventual development of their team books. From the beginning, parents/players should be made aware of their registration documentation requirements. *All documents must be originals, unless specified.*

- ❑ **Executed PYFL Player Contract** – Make this contract work for you. Make sure everyone fills it out carefully. Every section (I, II, III) should be completed carefully and legibly. If it is, contact information will be easy to read, and the bottom section will provide record of payment.
- ❑ **Executed Parent Contract** – The Parent Contract is used by many chapters to verify that parents have been made aware of important issues regarding the specific chapter and the PYFL. A chapter code of conduct, mandatory dates, chapter refund policy and other important information can be included to assist in making parents aware of what is required of them and their child.
- ❑ **Current Photograph** – (CURRENT WITHIN 3 MONTHS) Whether photographs are taken by the chapter or parents provide them with their registration materials, every Player Contract must have a 2 ½ x 2 inch photograph of the player seeking certification attached the upper right hand corner in the space provided.
- ❑ **PYFL Physical Form** – Every player must provide a completed PYFL Physical form or a printed form from their physician. The documents must have the 'release for participation' statement checked and must include a signed and dated, within the year, physician signature, and the physician stamp.
- ❑ **Proof of Residence** – Every player must submit a utility bill as a current proof of residence within three months leading up to certification. REASON: Sign ups were several months back - people move over the summer. Request an updated utility bill at start of practice.

Proof of residence can be any of the following, and nothing else: Cell Phone bill, Electric Bill, Gas Bill, Water Bill, Boat Slip Rental Contract; all must show the service address.

UNDER NO CIRCUMSTANCES can a bank statement, credit card, or insurance bill be used.

In the case where a parent has a different last name than the child,

- A birth certificate establishing the connection to the parent, and/or
- A copy of the marriage license showing parent's new name, and/or
- A legal document showing a name change of child/parent
- A letter from the child's school with his name on it may be used to establish proof of residence

In the case of guardianship,

- A legal document showing guardianship specifying the child's name and the guardian's name

- Birth Certificate** – **Every FIRST YEAR PLAYERS** and PLAYERS RETURNING AFTER A YEAR OF MORE OFF must submit an ORIGINAL Birth Certificate to play in the PYFL.

Alternative documentation meeting league requirements are:

Passport; U.S. Military Identification; County Birth Registration Form with Seal; Signed School Letter on School Letterhead Verifying Birth; and Signed & Sealed Hospital Letter on Hospital Letterhead Verifying Birth.

- For all Seniors, and Play Down Juniors –  
A **FINAL original report card** is required from the END of school year prior to start of season. It **MUST** state the player's name and they are enrolled in the school to repeat 8th grade.

If a player is repeating the 8th grade, a notarized letter on school letterhead is required. No player is allowed to play if they turn 15.

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### **Book Guidelines – How to put the book together**

**Materials Needed** – 1.5” or 2” View Binder, Sheet Protectors, Scissors, Clear Tape

#### **Exterior – Name of Book**

The **EXTERIOR** of the certification book shall be a ‘Clear View’ binder and have a cover sheet insert with the following information:

- Chapter Name
- Division
- Color
- Head Coach Name
- Head Coach Email
- Head Coach Telephone Number

<p style="text-align: center;"><b>Calabasas Raiders</b> Bantam Silver Head Coach: John Thomas 818-555-5555 jthomas@aol.com</p>
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*As you open the book, you will come to the first page.*

#### **Page 1 – Coaches Page**

This is the first page you see in the sheet protector. It should have the following information displayed:

- Chapter Name Example
- Division
- Head Coach Name – Telephone Number
- Copied and Pasted Photo IDs of **ALL** coaches
- At least one CPR Card from Head or Asst Coach, copied and pasted

#### **Page 2 – Continuation of Coaches page**

#### **Page 3 – 2018 Official Certification Roster**

There must be **THREE copies** of this roster in the sheet protector (no corner cut out necessary).

There must NOT be any markings in the *Regular Season Certification* and *Playoff Certification* columns. These must be left blank.

Now turn over the 3rd page and you will see page 4 on your left and page 5 on your right

**Left Side – Physical & Proof of Residency**

In the left sheet protector, (behind your Official Certified Roster), you should place the player's *Physical Form* so that the entire form is visible. PYFL requires the following information be on the form:

- Player's Name
- Vital Statistics (age, weight, height, etc)
- Cleared for participation box selected by physician
- PHYSICIAN'S SIGNATURE, DATE** (within the year) and **OFFICIAL PHYSICIAN INFO STAMP**

On top of that, you should place the player's *Proof of Residence* across the middle of the page.

This document should be tri-folded so that the Player's Physical Form still shows the player's name above it, and the cleared for participation, the physician's signature, date and stamp can be seen below it. You may need to use a piece of tape to secure it gently to the physical. This proof of residence will be returned to parent AFTER initial certification. So don't add too much tape to the physical. The physical MUST stay in the book all season.

- For all Seniors, and Play Down Juniors –  
a **FINAL original report card** is required from the 2017-2018 school year. If a player is repeating the 8th grade, a notarized letter on school letterhead is required.  
It MUST state the player's name and they are enrolled in the school to repeat 8th grade.
- This will be placed on top of the first 2 documents. It must be tri-folded and turned vertically and lay directly to the right of the documents. So you will need to turn the book sideways in order to view it. This document will be returned after initial certification.

**Right Side – Player's Contract & Proof of Age, (& waiver - if applicable)**

In the right sheet protector, you should place the Player's Contract Form so that the entire form is visible. PYFL requires the following information be on the form:

- Player's Name, Age, Address, Weight, Grade, School
- Parent or Guardian Name in the EMERGENCY CONTACT BOX
- Parent or Guardian's Telephone Number (Home/Work & Cell)
- Player designation of division and if a returner or a new player
- Player's Photo – taken within the last 3 months
- Signature of player in Section 1
- Signature of Parent/Guardian in Section 2 & 3

Once the Player Contract is inserted, you will need to cut out a rectangle corresponding to the Photo area and *PYFL Certification Only* section on the upper right corner of the *Player Contract* so that PYFL can stamp and initial the document. No stamp or initial, then the player is not eligible to play for the 2018 season. This document stays in the book for the entire season.

New Players & Returning Players that skipped a year or more, must provide an ORIGINAL BIRTH CERTIFICATE. This document should be tri-folded and placed horizontally at the bottom of the page, so the relevant information can be easily read. If a Passport is used, it should likewise be open to the relevant information. PYFL must view the player's name, birth date, and parent's names. This will be given back to the parent after the initial certification.

- Waivers – all waivers must be completed and signed and all duplicate copies must be tri-folded and lay directly above the other 2 documents vertically. This will be pulled out and copies distributed as necessary by PYFL. It must stay in the book for the entire season.

**Following Pages** – Pages that follow should be built in exactly the same way and should correspond exactly to the Official Certified Roster on Page 3.

## Preparing for Certification Week

- All Team Books need to be ready to go by the beginning of Certification Week so that corrections or modifications can be made in a timely manner. A time and place for Book Certification will be conveyed to all Team Representatives by Chapter Representatives.

- Chapters are to send (2) representatives to Book Certifications to certify books on **WEIGHT CERTIFICATION DAY**. Chapters will get the information from PYFL.

## Book Certifications

- The designated Team Representative(s) will report at the specified time and location for Book certifications. They are there to assist in certifying Team Books for other Chapters.
- Book Certification usually takes about two hours. Please bring with you the following materials: *Yellow Note Pad, 2-3 Pens, Small Post-It Note Pad, Clear Tape.*
- After Team Representatives certify books, they are handed in to the PYFL Board Member. When Book certification is completed the PYFL Board Member will take charge of the Certified Team Books until Certification Weigh-In.

## Presenting the Book at Weight Certifications

- The Certification Weigh-In will be held the weekend immediately following the Book Certification.
- Once a Team Coach arrives at the Weigh-In, he will go to the entry gate and retrieve his Certified Team Book.
- He will line up his players in the order of the Certification Roster in the book. Once all players have arrived, he will let the Gate Attendant know his team is ready. He will then escort his team to the weigh-in location and hold onto the Certified Team Book until a PYFL Certification Team Member is ready for his team.
- The Team Coach will present Certified Team Book to the member of the PYFL Certification Team that is responsible for weighing the members of his team. The PYFL Certification Team Member will weigh each player, record his weight and stamp the Player Roster - *Certified*.
- **MANDATORY!!** Before the Team Coach leaves, he will have his Roster copied for League files.

## What to do with the Certification Book after certifications....

- All documentation is to remain in the book, except: *birth certificate (proof of age), proof of residency, report card.* These documents can be given back to the parent. Everything else **MUST STAY** in the book. Please make sure you ask for a signature from the adult to confirm they received the documents back. An initial on the top of the physical or the contract should be sufficient. This is to protect the league in lost documentation.
- It is the responsibility of the Team Coach to carry his Team Book to all practices and games for the rest of the season. The Book serves as a source of contact, medical and insurance information in case of an emergency.
- And, in the event of a challenge by an opposing coach in a game situation, Coaches must be able to prove certification before a player or players can enter competition.