

**JAAFSC  
PAPER CERTIFICATION  
Saturday August 19, 2023  
Session 1 8:00 am-12:00 pm  
Session 2 12:30 pm-5:00 pm  
YUCAIPA HIGH SCHOOL**

1. Each Chapter will be assigned a session time once we have a verified team count.
2. It is mandatory for the Chapter AD to be in attendance for duration of session.
3. It is mandatory for the Team AD to be in attendance for the duration of session assigned. A monetary fine of \$100.00 and 1-week suspension will be enforced.
  - a. If the team has a scrimmage, make **COPIES** of the red roster and contracts, send them with the Head Coach.
  - b. Team AD brings the required paperwork and certifies the team.

**WE WILL HAVE EACH TEAM CHECK IN TO VERIFY WEIGHTS AND THEN THEY MAY PROCEED TO PAPER CERTIFICATION-NO EARLY ARRIVALS.**

Please bring the following items to paper certification:

- \*Red pen
- \*Glue stick
- \*Ruler
- \*Scissors
- \*Laminator (Chapter provides)
- \*Laminating Sheets **ONLY USE 3MM SHEETS**
- \*Your copies of paperwork plus the originals
- \*Clipboard

**ALL TEAMS MUST SHOW UP TO PAPER CERTIFICATION, FAILURE TO CERTIFY YOUR TEAM ON CERTIFICATION DAY WILL RESULT IN A \$100.00 PER THE RULEBOOK, ARTICLE III, SECTION E, #2 P.**

**OFFICIAL AGREEMENT SHEET-** The original of your Team Official Agreement **MUST** be brought to Paper Certification. Make sure it is completed and signed by all volunteers who will encounter the players. Chain crew does not need to be listed.

**ORDER OF PAPERWORK-** Each player will have a packet in the following order, paperclip together, do not keep in plastic sleeves:

1. ID card with player's picture glued on the ID card.
2. Original physical form, Conference keeps the physical.
3. Birth Certificate/Proof of Age must be original.
4. Original Player Contract front and back and copies (do not exceed 3 copies).
5. Copy of legal paperwork if needed (example, guardianship papers).

6. Original Waiver form, if required, with all required signatures. Or copy of last year's red roster for returning waiver players.
7. Copy of Proof of Residence

**Conference ID Card-DO NOT LAMINATE CARD UNTIL CONFERENCE AD HAS CHECKED ALL PAPERWORK**

All players on the team roster shall have a certified Conference ID Card. The ID cards are to be kept by the Team AD at all times. Blank ID Cards will be issued to each Chapter. These cards will be laminated and are good for one (1) year. The ID card will have a legible COLOR photo, approximately 1x1.

1. Make sure the players picture is attached. Must be a clear photo, no dark photos, no sunglasses, no helmet.
2. ID card number must match red roster.
3. Chapter name must be filled in.
4. Division and Team must be filled in. Example: Jr Pee Wee D1A.
5. The player's date of birth must match contract, proof of age and roster.
6. Player name-Must match contract, red roster (some players will use a different last name due to family circumstances. Section IV on contract full legal name must be verified with proof of age. The last name the player goes by will be used on Section II of the contract, red roster, and ID card.
7. THE PLAYER'S TEAM AD NEEDS TO SIGN HER NAME IN BLACK INK.
8. CERTIFYING AD will sign their name, date, and Chapter in RED INK. AFTER ALL PLAYER PAPERWORK HAS BEEN VERIFIED, TO BE CERTIFIED.

**PROOF OF AGE:**

Playing age is the age as of July 31<sup>st</sup> of the year of play. Be sure to double check all players are placed in appropriate division according to age and weight chart.

The following will be accepted for age verification:

1. Any unaltered or certified true copy of a legal document will be accepted certification. Example: a certified copy of a birth certificate, a certified abstract of birth (if available), record of foreign birth, Government ID.
2. A stamped documented school record (must have stamp from the school and must be signed and dated on school letterhead). At no time shall a JAAFSC Red Roster or copy of red roster from previous season(s) be used for the purpose of certification or age verification.
3. Anyone not able to qualify under one of the above must be certified by the Conference Certification Director or designee(s) prior to certification.

**NOTE:** Notarized copies do not make them legal documents and will not be accepted. **ONLY ORIGINALS OR CERTIFIED TRUE COPIES WILL BE ACCEPTED-Any person who turns in photocopy or laminated copy of any of the above will be denied.**

**PHYSICALS:**

Conference keeps the original physical form. Chapter may make a copy for their records. Physical must be on form provided by JAAFSC only. All players must be cleared to participate. If the physical does not state this, the player will be redlined from the roster. An actual physical must take place, and dated no earlier than 4 months and stamp.

1. Make sure the player's information and date of birth is filled out and matches the contract.
2. Check to make sure the weight stated on the physical does not exceed 5% for the division/age. If weight exceeds 5%, and age allows player to be moved up to the next level, player will be redlined. If the weight has been whitened out, marked over, or altered in ANY way, physical is not valid and player must be redlined off the roster.
3. Make sure all boxes have been checked by physician and all information needed has been recorded, be sure parent section is filled out.
4. CHECK TO MAKE SURE THE PHYSICIAN HAS MARKED THE PLAYER CLEARED TO PARTICIPATE.
5. Review Physical to ensure it has been signed and stamped and dated by physician. Date the physical was performed must not be prior to March 24, 2023. Any physical performed by a Chiropractor or Registered Nurse are not valid and will not be accepted.

#### **AGES AND WEIGHTS:**

Players will be placed on Division team according to the Weights and Eligibility Chart. Any player weighing 5% more/over the maximum weight for Division at the time of the official physical examination will be assigned to the next higher Division if age allows. Any player weighing more than the maximum weight for a Division but less than 5% may be assigned to either Division at the discretion of the Chapter Commissioner.

#### **CONTRACTS:**

Must be filled out completely to include:

##### **Section I:**

- \*Year
- \*Chapter
- \*Team Name
- \*Division
- \*Returning or New player-be sure to check one

##### **Section II:**

- \*Name (Last, First, and Middle)
  - \*Last name may be different from Full Legal Name; this would be the name the player goes by.
- \*Birthdate
- \*Age (playing age as of July 31<sup>st</sup>)
- \*School and Grade
- \*Home address, complete with City and Zip Code
  - \*P.O. boxes are not allowed
- \*Phone number, cell number and email address

##### **Section III:**

- \*Parent/guardian signature
  - \*If signed by mother and last name does not match the last name of Player, note the name that appears on the birth certificate, document, being used for Proof of Age, use mother's maiden name in parenthesis.

\*Relationship; this Contract may only be signed by person who has legal authority.

\*Conference will keep copy of legal documents needed for proof of guardianship.

**Section IV:**

\*Full legal name; this section should not be filled out until the AD has viewed the Player's legal document showing Proof of Age.

\*Date of Birth

\*Check box for Proof of Age that was received.

**Section V:**

\*Team AD signs in **BLACK INK** as responsible Chapter official and date.

\*Certification Official, is left blank until paperwork is certified (at Paper Certification). Certifying AD will sign in **RED INK** and date.

**Section VI:**

\*Medical Insurance Company and policy number filled out. If there is no medical insurance, the parent's full social security number is required. If this is missing, Player will be redlined from roster.

\*Allergies; list all allergies or write non-known, DO NOT LEAVE THIS BLANK. Player will be redlined from roster.

\*Parent's name, relationship to minor, signature and date.

If the contract meets all requirements, you need to sign all copies on the bottom as Conference representative and date (Section VI) and sign the player card. **AT CERTIFICATION, IF CONTRACT DOES NOT MEET ALL THE REQUIREMENTS, PAPERWORK AND ID MAY NOT BE SIGNED.** The person doing the certification will redline the player.

off the roster in red ink and initial upon Conference AD approval. If there are any questions, see Conference AD prior to redlining any player off the roster.

**WAIVER:**

If required or copy of last year's red roster showing player played for your Chapter (highlight player's name), original plus one copy.

1. Date
2. Player's name, address, phone number and playing age as of July 31<sup>st</sup>.
3. Reason for player being cut and/or request waiver.
4. Name and position, signature, Chapter name and of Releasing Chapter.
5. Name and position, signature, Chapter name and date of Receiving Chapter.
6. Conference Commissioners signature and date.

If all three signatures are not present, the player is ineligible to be paper certified.

**RED ROSTERS:**

Make sure to bring the original and one copy of the red roster.

A certified team must start with a minimum of 16 certified players for Jr. Micro, Micro, Junior Pee Wee and Pee Wee divisions. A minimum of 14 certified players for Midget division. The divisions are as follow:

Jr. Micro 6, 7 ,8-year-olds; a roster for 6-year-olds, a roster for 7-year-olds, and a roster for 8-year-olds.

Micro 8-, 9, 10-year-olds; a roster for 8-9-year-olds and a roster for 10-year olds.

Jr. Pee Wee 9, 10, 11, 12-year-olds; a roster for 9–11-year-olds and a roster for 12-year-olds.

Pee Wee 10, 11, 12, 13-year-olds; a roster for 10–12-year-olds and a roster for 13-year-olds.

Midget 11, 12, 13, 14-year-olds; a roster for 11–13-year-olds and a roster for 14-year-olds.

Micros; fifteen (15) 10-year-olds

Jr. Pee Wee; fifteen (15) 12-year-olds

Pee Wee; eighteen (18) 13-year-olds

Midget; eighteen (18) 14-year-olds

**Rosters must be filled out as follows:**

All players must be in alphabetical order.

1. Chapter Name
2. Team Division (Micro, Pee Wee, etc.)
3. Team Name and Season Year
4. Head Coach's name, phone number and ID number (on coach's ID card)
5. AD name, phone number and ID number
6. Assistant AD name, phone number and ID number
7. Color of uniform, helmet, pants, and jersey
8. In the first column, the player's jersey number. Write in pencil, in case of changes.
9. Player's last name and first name must match contract and physical.
10. Player's address must match contract and physical.
11. Player's phone number must match contract and physical.
12. Player's date of birth as it appears on Contract. Must match contract, physical, proof of age and player's ID card.
13. Player's Conference ID card number.
14. Player's age as of July 31<sup>st</sup> of year in play. Must match contract and physical.
15. The R/N/W column is for PAPER CERTIFICATION ONLY.
16. The WC column is for WEIGHT CERTIFICATION ONLY

Once rosters, ID cards and contracts have met the approval of certifying AD, they will sign both copies of the roster, directly below the last player's name listed on the roster.

**DO NOT LEAVE A SPACE IN BETWEEN LAST PLAYER INFORMATION AND YOUR SIGNATURE.**

**SIGNATURE NEEDS TO INCLUDE THE CHAPTER NAME AD REPRESENTS, TEAM, POSITION AND DATE OF CERTIFICATION.**

EXAMPLE: -----*Mary Valencia* Menifee Jr. Micro D1 Team AD 08/19/2023-----

**DOUBLE CHECK, DOUBLE CHECK AND DOUBLE CHECK! MAKE SURE THE CERTIFYING AD HAS SIGNED BOTH THE ORIGINAL CONTRACT WITH ALL COPIES AND THE PLAYER CARD.**

After the certifying AD is done with your team, separate the player's paperwork as follows:

**DO NOT TURN IN PAPERWORK UNTIL YOU SEPARATE IT-MAKE SURE EVERYTHING HAS BEEN SIGNED.**

1. Player ID card (do not laminate yet)
2. Conference copies (keep all player paperwork together)
  - a. Copy of the Red Roster
  - b. Original Contract, front and back
  - c. Original Physical
  - d. Original waiver or copy of last year's red roster (if applicable)
  - e. Copy of guardianship paperwork (if applicable)
  - f. Copy of proof of residence
3. Team Copies
  - a. Remainder of paperwork
  - b. Original Red Roster

Bring the separated paperwork up to the front of the room and hand to the Conference AD or representatives. After paperwork is reviewed, Conference will give back the player cards to be laminated. Once the cards are laminated take back to Conference table, cards will be placed in an envelope which will be reissued at Weight Certification.

**\*\*\*WHEN LAMINATING CARDS, PLEASE MAKE SURE ALL CARDS ARE SIGNED BEFORE YOU LAMINATE!!!\*\*\*DO NOT TAKE CARDS HOME WITH YOU\*\*\***

**EACH CHAPTER MUST PROVIDE THEIR OWN LAMINATOR AND LAMINATING 3MM SHEETS.**

**\*\*\*THERE WILL BE NO PAPER CERTIFYING OF ANY PLAYERS ON WEIGHT CERTIFICATION DAY OR MAKE-UP WEIGHT CERTIFICATION DAY\*\*\***