



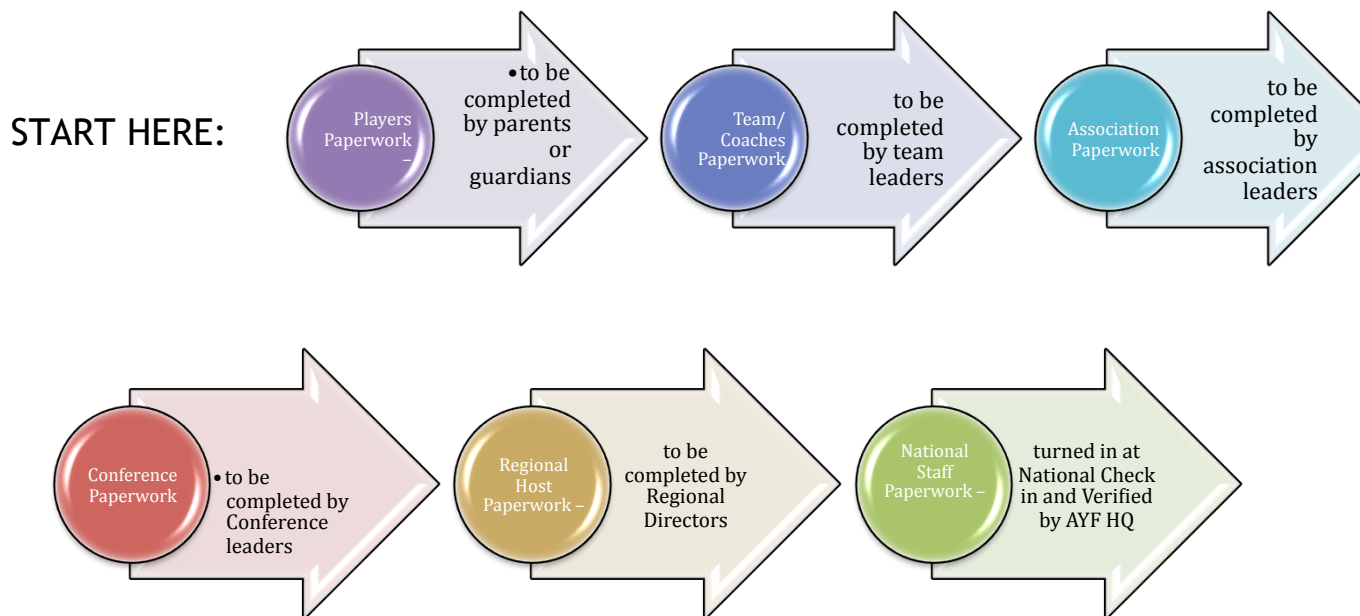
AYF Regional Qualifying Championship Certified Paperwork Procedure & Checklist

IMPORTANT NOTES BEFORE WE BEGIN:

1. **SAFETY FIRST** Paperwork is required from all participants including Players, Volunteers and Associations. Paperwork is for your organization's and participants safety.
2. **ELIGIBILITY:** 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. **Valid ID's** must be checked against the roster that has been certified by the governing conference.

PAPERWORK PROCEDURE:

Completing all appropriate forms and certification is a collaboration of many parties. Paperwork and responsibilities must be completed and passed along in the following order:



PLAYERS/ PARTICIPANTS **FORMS AND INSTRUCTIONS INTENDED FOR PLAYERS**

All participants in Regional and National level competition must have all of the following paperwork and photo identification in order to proceed

FORMS:

- (PLAYER) Participant Photo ID
- (PLAYER) Birth Certificate/Proof of Age (Copy acceptable if certified by the Conference)
- (PLAYER) Medical Clearance Form
- (PLAYER) Emergency Medical Treatment, Consent and Information Form
- (PLAYER) Resume Participation Medical Clearance Form
- (PLAYER) Absentee Form - If Applicable (Football Only)
- (PLAYER) Waiver & Release of Liability - MINOR
- (PLAYER) Image Release Form - MINOR

WHERE TO LOCATE:

Download Player Forms Here: [CLICK FOR PLAYER FORMS](#)

(http://www.ayfchampionships.com/images/Forms_Package_Player2010.pdf)

RESPONSIBILITY (parents/guardians)

All Players must have forms completed in their entirety and submitted to your Team/Association contact

TEAM/COACHES
FORMS AND INSTRUCTIONS INTENDED FOR TEAMS/COACHES/ AND TEAM MOMS

FORMS:

- (COACH/VOLUNTEER) Waiver and Release of Liability - ADULT
- (COACH/VOLUNTEER) Image Release - ADULT

WHERE TO LOCATE:

Download Coaches Forms Here:

(http://www.ayfchampionships.com/images/Forms_Package_Volunteer2010.pdf)

RESPONSIBILITIES

- Confirm all players/coaches on listed on the FINAL roster have submitted paperwork listed.
 - Organize TEAM BINDER (sample binder for format here: (www.americanyouthfootball.com/images/PaperworkProcedure2011.ppt))
 - Confirm that 'Team Contact' has submitted FINAL rosters to Myayf.com by October 1
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ASSOCIATIONS

FORMS AND INSTRUCTIONS INTENDED FOR ASSOCIATIONS

FORMS:

- (ASSOCIATION) OFFICIAL ROSTER - Certified by the Conference
- (ASSOCIATION) MANDATORY PLAY ROSTER FORM 5 Copies - (Football Only)
- (ASSOCIATION) Background Check & Coaches Training Affidavit MUST BE 2 MILLION LIABILITY COVERAGE
- (ASSOCIATION) Scholastic Fitness Affidavit
- (ASSOCIATION) Proof Of Insurance & Risk Management Agreement
- (ASSOCIATION) AYF Insurance Checklist (Only required if not insured by SADLER & Co. Insurance)

WHERE TO LOCATE:

Download Association Forms Here:

(http://www.ayfchampionships.com/images/Forms_Package_Organization2010F.pdf)

RESPONSIBILITIES

- Confirm all teams have Upload Rosters to myayf.com by Oct 1
 - Responsibilities Collect and verify all team paperwork and team compliance.
 - Submit all team/association paperwork to Conference for certification
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CONFERENCES

FORMS AND INSTRUCTIONS INTENDED FOR CONFERENCES

FORMS

Conference level does not need to fill out independent paperwork, however they must provide all players, teams, and associations with the appropriate paperwork.

WHERE TO LOCATE:

Conferences will be able to locate all necessary forms at either of the websites below. For further clarification: services@americanyouthfootball.com

- WWW.MYAYF.COM
- AYFCHAMPIONSHIPS.COM

RESPONSIBILITIES

- Supply association necessary paperwork
 - Supply insurance certificate and checklist if necessary
 - Certify all Association and team Paperwork
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REGION (REGIONAL HOSTS)
FORMS AND INSTRUCTIONS INTENDED FOR REGIONAL HOSTS

FORMS

- The Official Checklist for Regional Hosts

WHERE TO LOCATE:

- AYFCHAMPIONSHIPS.COM or via AYF NATIONAL STAFF

RESPONSIBILITIES

- CERTIFY all regional tournament participating teams binders.
- Re-organize team paperwork into Binder/Team Envelope as per checklist instructions. (AYFCHAMPIONSHIPS.COM)
- Sign/Stamp/Seal as 'officially approved for National participation
- Place page 1 of checklist into sealed Team Envelope
- Bring page 2 of checklist to National Championships and deliver to AYF National Staff

PAPERWORK and ITEMS needed for National Championships

TO BE COMPLETED BY EACH TEAM AND CHECKED BY REGIONAL HOST

Once a team has qualified for National Championships, here is the certification process and list of necessary items to bring to National Championships.

Items listed below will explain:

- What the item is
- Who completes the item
- Who brings item to Nationals.

1. Team Binder/ Team Books-

- Completed by: TEAM and certified by ASSOCIATION/ CONFERENCE
- Checked, Certified, and Stamped by: REGIONAL HOST
- Brought to National Championships Registration by: TEAM

Reminder: For further help with the binder—please look at this powerpoint:
www.americanyouthfootball.com/images/PaperworkProcedure2011.ppt

Binder must be checked and certified by Regional Host prior to National Championships Registration. The Team must hold onto the Team Binder and bring it to National Championships for National Inspection during Registration. **Keep in possession throughout the entire tournament**

2. Team Envelope -

- Completed by: REGIONAL HOST
- Checked, Certified, Stamped and Sealed by: REGIONAL HOST
- Brought to National Championships Registration by: TEAM

The Envelope will remain with the Team until National Championships when they will turn it in to AYF Staff during Registration.

Things to note:

- Teams are responsible for bringing the certified/sealed envelope with their team's paperwork.
- Ensure that the Conference, Association, Team Name and Division are clearly be printed on the outside of the envelope.
- Regional Paperwork Checklist Page 1 must be completed and placed inside the Team Envelope.
- Regional Hosts must sign, seal, and date on the outside of the envelope, near the seal.

3. Official AYF&C Certified Paperwork Checklist- PAGE 1 and PAGE 2

- Completed by: REGIONAL HOST

PAGE 1: The Official AYF&C Certified Paperwork Checklist must be completed and placed inside the TEAM envelope.

PAGE 2: Any notes, discrepancies, or issues must be documented here. Regional Hosts must bring one form for EACH participating TEAM from their region to National Championships Registration to give to AYF National Staff. This form must be handed in to AYF staff PRIOR to the start of Official Check-in.

NATIONAL CHAMPIONSHIP QUALIFYING TEAM
THINGS TO REMEMBER

1. **Regional Hosts must STAMP and SIGN TEAM BINDERS & STAMP, SIGN, and SEAL ENVELOPES**
2. **“OFFICIAL CHECKLIST”:** Regional Hosts must fill out the checklist and deliver it to National Championships Registration.
3. **PATCHES:** Regional Hosts must distribute patches to all Qualifying teams. Team contacts will distribute patches to the players to place on uniforms in approved locations. For approved locations please refer to MYAYF.COM
4. **REGISTER:** Starting November 1, Instruct qualified team administrator to go to ayfchampionships.com and click on: **TOURNAMENT REGISTRATION FORM** to register the team. This must be completed to be include the team in the national competition bracket or line up.
5. **BOOK HOTEL:** Only once teams are registered for the tournament by completing the abovementioned form, teams will they receive a booking code. Teams can book in approved hotels at ayfchampionships.com. Teams cannot book their hotel rooms without the **BOOKING CODE** provided upon the completion of their tournament registration.
6. **Regional hosts should CONTACT AYF/AYC COMISSIONER:** AYF National Football Commissioner (dee@americanyouthfootball.com) and Cheer Commissioner: (Ebray@americanyouthfootball.com) to provide them with a list of qualified teams and key contact information for each (email/name/cell).
7. **remind qualified teams to bring their WILSON/AYF Game BALLS:** AYF Sanctioned football manufacture is Wilson®. AYF will REQUIRE the use of the Wilson footballs during all AYF Sanctioned Tournament play. Bring your AYF/WILSON logo ball to National Championships. If you do not bring one, an official will provide one to be used for the game. GO TO MYAYF- SHOPPING to find your AYF WILSON BALLS.

DON'T FORGET!

Teams must bring to National Championships check- in:

- Photo ID's
- Team Binder (stamped)
- Team Envelope (stamped and sealed)

Regional Host must bring to National Championships Check-in:

- Regional Host Checklist Page 2

QUESTIONS/CONCERNS during process email: akrieger@americanyouthfootball.com

DOWNLOAD ALL FORMS AT: WWW.AYFCHAMPIONSHIPS.COM/REGISTRATION.ASP OR
WWW.MYAYF.COM

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