



# **SAC Football & Cheer**

## **SAC Certification Instructions and Outline of Forms**

### **FORMS & MATERIALS REQUIRED FOR PLAYER BOOKS:**

#### Required Forms for Binder

- Copy of current Organization Insurance Policy
- Official Coach's Roster
- Add/Drop Roster
- Certified Player Roster (See instructions below for proper listing order)
- Current Season Official Player Card
- Birth Certificate for ALL players including both football and cheer for all levels, or previous years Certified Player Card (PC) for returning athletes
- Report Card/Grade Verification for all Jr participants 13 yrs old and over - must include school name, student name, year, and assigned grade
  - All incoming 13- and 14-year-old football players are required to provide a June 2025 report card showing they were enrolled in 7th or 8th grade, or a School Issued Grade Verification Form showing they are currently enrolled in 7th or 8th grade for the 2025-2026 school year.
- Medical clearance dated no earlier than April 15, of the current year. **Each form should list the signing physician's address and telephone number and have the doctor's office stamp on it, handwritten is not acceptable unless accompanied by the license number.**
- Signed Player Code of Conduct
- Signed Parent Code of Conduct

### **ORDER OF HOW DOCUMENTS ARE TO BE PLACED IN BINDER**

**NOTE: All documents are to be secured to the outside of a sheet protector with paperclips until all certification signatures and stamps have been completed!**

#### **ORGANIZATION INSURANCE POLICY**

A copy of the current season insurance certificate should be in front of each certified book.

#### **COACH'S/WEIGHMASTER ROSTERS**

One copy is required at certification; forms are to be typed or printed. Complete the appropriate boxes, and list last name, first name, address, city, phone number, and email address if available.

#### **ADD/DROP ROSTER**

This form is used to add or drop a player/cheerleader and must be certified at Jamboree even if there is no one listed on the Add/Drop roster. You should have one copy.

- The player/cheerleader must be added or dropped by completing the form as follows: last name, first name, address, city, phone number,

#### **PLAYER ROSTER**

The roster should not have any empty spaces. *Do Not Skip Lines*. Player/Cheerleaders information must be filled out as follows:

- Last name, First Name (Example: Smith, Timothy–Tim would be acceptable but nicknames other than a shortened version of the birth name is not.)
- Address Section – needs to include street name and city.
- Telephone Number - please include the area code - Example: (916) 555-1212
- Certifying Officer Signature - to be completed once all players have been certified (not including weight certification for football) by the association that certifies your books at pre-certification.
- **Football Only** – Players are listed in the following order with each section in alphabetical order:
  - X-men
  - Flyweights
  - Exceptions
  - All remaining players
- **Cheerleaders Only** - Players are listed in alphabetical order.

### **PLAYER CARD (PC)**

- All certification player cards are on white card stock and need to be dispositioned and highlighted to identify if they are a Player, X-Men (blue), Flyweight (green), Exception (yellow):

**FOOTBALL ONLY:** Each team will be in the following order:

- Jr. Pee Wee: X-men, Flyweights, and Exceptions, Grey Shirts (marked with a black “G” in the upper right corner)
- Jr. Pee Wee: X-men, Flyweights, and Exceptions, Grey Shirts (marked with a black “G” in the upper right corner)
- Jr. Pee Wee: X-men, Flyweights, and Exceptions, Grey Shirts (marked with a black “G” in the upper right corner)
- Jr. Pee Wee: X-men, Flyweights, and Exceptions, Grey Shirts (marked with a black “G” in the upper right corner)
- All information on the card must be completed.
- **DIVISION/GRADE/WEIGHT must be verified and highlighted in yellow. (Example A)**
- The name of the player must be the same as listed on the Player Roster
- **Birth Date and Age (as of 6/15) need to be highlighted in yellow. (Example B)**
- A current photo of the participant must be clearly displayed in the upper right-hand corner of the Player card in the “Game Day Certification” box. No staples or taping it on. **The photo must be full face, head and shoulders. No hats, scarves, skull hats, sunglasses or headband can be worn in the photo. (Example C)**
- **Association Presidents are required to sign all player cards before certification can be completed. (Example D)**
  - The following documents must be attached behind the Player Card with a paperclip to a sheet protector:
    - Last year’s player card (If they played last year)
    - Birth certificate/Age verification for all first-year players AND all Midget players (Both Cheer & Football) **(Example #1)**
    - Grade Verification – Required for Jr Midget and Midgets only **(Example #2)**

- Medical Clearance (**Example #3**)
- Player Code of Conduct (**Example #4**)
- Parent Code of Conduct (**Example #5**)

**DO NOT COMPLETE ANYTHING BELOW PRESIDENT'S SIGNATURE LINE UNTIL BOOK CERTIFICATION**

## **BOOK CERTIFICATION**

### **MATERIALS TO BRING TO BOOK CERTIFICATION:**

- Your leagues books for football and cheer
- Coach's Binder (see below)

### **WHAT WE WILL REVIEW AND VERIFY:**

- Current and valid copy of Organization's Insurance Policy
- Official Coach's Roster
  - Verify that the document is completed in its entirety, draw a line through the entire page, sign, and date the form in the lower right corner under "Certifying Officer" and stamp the page with an Official League stamp.
- Add/Drop Roster
  - Verify that the document is completed in its entirety, draw a line through the entire page, sign, and date the form in the lower right corner under "Certifying Officer" and stamp the page with an Official League stamp.
- Certified Player Roster (Listed in the correct order of X-Men, Super 8's, Flyweights, Exceptions, and Grey Shirts)
  - As we review and verify each Player Card and their documentation, we will be verifying that they are listed appropriately on the Certified Player Roster.
  - Current Season Official Player Card completed as follows:
    - **DIVISION/AGE/WEIGHT must be checked and highlighted in yellow. (Example A)**
    - The name of the player must be the same as listed on the Player Roster
    - **Birth Date and Age need to be highlighted in yellow. (Example B)**
      - Verify all players will be enrolled in 1st grade-8<sup>th</sup> grade in the 2025-2026 year
      - For football, confirm age aligns with the division the player is assigned to:
        - Minimum age is 6 as of 6/15/2025
        - Any player who is 14 as of 6/15/2025 needs to be assigned to the midget squad
        - Any player who is 15 as of 6/15/2025 is not an eligible player
        - Any player who is in 8<sup>th</sup> grade will be a midget
    - A current photo of the participant must be clearly displayed in the upper right-hand corner of the Player card in the "Game Day Certification" box. No staples or taping it on. **The photo must be full face, head and shoulders. No hats, scarves, skull hats, sunglasses or headband can be worn in the photo. (Example C)**
    - **Association Presidents are required to sign all player cards before certification can be completed. (Example D)**
  - Age verification can include a Previous year's Player Card (PC) or a legible copy of the

certified/notarized Birth Certificate if this is their first year.

- Verify that the information on the birth certificate matches the information on the Player Card
- ALL MIDGET PLAYERS - both football & cheer - Birth Certificate is required
- Report Card (for all participants 13 yrs and older) - must include name of school, name of student, school year and assigned grade
  - If a report card is unavailable, a school registration document is allowed with a certified stamp
  - All incoming 13- and 14-year-old football players are required to provide a June 2025 report card showing they were enrolled in 7th or 8th grade, or a School Issued Grade Verification Form showing they are currently enrolled in 7th or 8th grade for the 2025-2026 school year.
- Medical clearance dated no earlier than April 15, 2025. **Each form should list the signing physician's address and telephone number and have the doctor's office stamp on it, handwritten is not acceptable unless accompanied by the license number.**
- Signed Player Code of Conduct
- Signed Parent Code of Conduct
- Once we have verified that the card and all documentation is acceptable, we will sign the card below the "Certification Information" box on the line marked "Documents Certified By" and date it. **(Example E)**
  - We will then stamp the current year Player Card with an organization's official stamp in the box marked "Certification Information" **(Example F)**

**\*\*\* If anything is incomplete or not valid, we will add a post-it on the top of the player card so it is visible and indicate what is needed to certify the player. (i.e.: missing report card, code of conduct not signed, etc.)**

Once **ALL** the Player Cards have been verified as **COMPLETE**, the player roster can be certified. A diagonal line will be drawn from the top left through to the last participant, and the certification stamp will be placed in the center along with the certifier's initials.

- Certified Player Roster (Listed in the correct order of X-Men, Flyweights, Super 8's, Exceptions, and Grey Shirts)
  - Once all Player Cards and documentation has been verified, a line will be drawn through the entire page, sign, and date the form in the lower right corner under "Certifying Officer" and the Roster will be stamped.

**Final certification of all player cards will be completed at Jamboree, but no later than the 3rd week of the season. Any player not certified by this game will be ineligible for play.**

- At Jamboree, a Weighmaster from an opposing team will certify the player's weight, sign and date the card, and place their organization's official stamp in the upper right-hand corner – ***STAMP OVER THE CORNER OF THE PICTURE BUT NOT OVER THE PLAYERS FACE!*** **(Example G)**
- This player is now "Certified"; From this point forward at every game, the Weighmaster from the opposing team will verify the player's picture, full name, and date of birth.

**FORMS REQUIRED FOR COACHES BOOKS**

- SAC Football/Cheer Coach Roster
- Required certification (Football- USA Football, Cheer- YCADA or USA Cheer) for each coach
- Concussion certificate – CHEER only. This is already included in USA Football certification
- Valid CPR/First Aid Certificate (one coach per team)
- Mandated Reporting certification (Valid for two years, must be completed in 2024 or sooner)
- Signed Coach Code of Conduct