

## **2017 AYC REGIONAL & NATIONAL PAPERWORK BOOK PROTOCOL**

### **IN FRONT OF BOOK (SECTION 1) - Paper clipped/sleeve together**

**(For those who have declared to advance to Nationals --- Please make sure there are 2 copies of each of the below items in section 1 --- A copy for your book and A copy for the National envelope)**

1. Copy of Certified Official "MYAYF" Roster  
(Roster is obtained by logging into myayf.com and adding your staff and athletes, all rosters lock 10/1/2017. Last day to add/drop an athlete is 9/15/2017.)
2. Background Check and Coaches Training Affidavit  
(This should be signed by both your local association and conference. This is confirming that you have verified that your staff have completed the background checks and all required coaching certification.)
3. Scholastic Eligibility and Confidentiality Affidavit  
(Sign after confirming scholastic eligibility)
4. Proof of Insurance and Risk Management Agreement
5. AYF/AYC Insurance check list (not required if you have Sadler Insurance)
6. Copy of the Team/Association/Conference Insurance Certificate
7. Concussion Affidavit



### **Paper clipped or sleeve together (COACHES: SECTION 2)**

1. The Head Coach & Asst. Coaches ASEP Certificate or ASEP Refresher Certificate
2. All coaches took the CDC Concussion Course Certificates.
3. One Staff Member Copy of Red Cross/CPR/First Aid Card



### **Paper clipped or in sleeve together (WAIVERS: SECTION 3)**

**(For those who have declared to advance to Nationals --- Please make sure there are 2 copies of each of the below items in section 3 --- A copy for your book and A copy for the National envelope)**

1. All of the coaching staff: Waiver Release of Liability & The Image Release
2. All of the players: (IN ROSTER ORDER, OLDEST TO YOUNGEST) Waiver Release of Liability & The Image Release

### **IN SLEEVES IN BOOK (CHEERLEADERS: SECTION 4)**

THE ITEMS IN THE SLEEVES WILL BE BACK TO BACK \*\*\*SLEEVE IN FRONT WITH 2 copies OF "MYAYF" CERTIFIED ROSTER

\*\*\*JUNIOR DEMONSTARTORS UNDER 18 YEARS OLD MUST HAVE SAME PAPERWORK AS A PARTICIPANT AND ARE PLACED BEHIND THE LAST PARTICIPANT IN BOOK ORDER.

SLEEVE 1: Participant Tracking ID card and Contract (with picture attached)

SLEEVE 2: Emergency Consent Form and Medical Release Form/Sports Physical Form

SLEEVE 3: Birth Certificate (copy) and Report Card with Absentee Form between.

SLEEVE 4: Concussion Annual Statement and Acknowledgement Form

(Absentee form will be in front of sleeve 1 if not present for Regional and National competition- dated/signed.)

### **IN BACK OF BOOK (AGE WAIVER APPROVALS)**

Declaration, age waiver requests and approvals.