

CFL CERTIFICATION

PROCESS

2020

- 1) Team Parents are typically responsible for this procedure to assist the Head Coaches. Please make sure all forms are given out and completely filled out in advance if possible.
- 2) Please check that all information is legible and that no spaces are left blank.
- 3) Two color copies of the child in his Jersey with his Number showing are needed. If child has not been issued his Jersey for the season or the Jersey has not arrived, please have the child hold a large piece of paper over his chest showing his player number for the season.
- 4) Attach a color print out of each player's picture to the area on the form using a glue stick
- 5) You will need to 2 clear copies of the player's birth certificate. (Please make sure the Childs Name, Parents Name, DOB are **Highlighted**) Then please attach to the back of both certification forms and attach with a glue stick. **NO staples or paper clips.**
- 6) Have parents sign and fill out all required information on BOTH forms. At the certification weighing both the Head Coach and Designated Representative from ANOTHER District must sign this form also. If the child is within 2-3 pounds of the top weight for his age group, a third signature will be required from your Director.
- 7) The day of certification the forms should be in Jersey numerical order outside plastic sleeves. Once every child is certified the forms should then be placed in plastic sleeves and arranged in Jersey numerical order.
- 8) On team certification date, each player will come to the park at your team's scheduled time and line up in front of the equipment room in Jersey numerical order. They will need to have their 2 certification forms and 2 birth certificate copies with them. When their name is called, they will step on the scale. There will be a Designated Representative from another District verifying the weight along with the Head Coach of each team. The certification forms will then be signed by the Designated Representative and the Head Coach. One certification form will go into the Head Coach's binder and the other copy (binder) will go with the Designated Representative which needs to then drop the certification forms at the CFL office in a timely manner.
- 9) When players weigh in, they will need to wear their Jersey and bring their Helmet (in case they are a "striped", this refers to players that weigh more than the weight limit for their age group). They do not need to wear any pads or gear to weigh in. If a player is a "striped" player the stripe must be put on at this time in front of the official CFL Representative.
- 10) Once the weight limit is verified, the Head Coach and the CFL Representative must sign the form.
- 11) Please note that no one can weigh in players from their own park if a CFL Board Member or Designated Representative is not present during all weigh-ins.
- 12) If a player cannot make the scheduled certification/weigh-in date, your District should have a date set for make-up or get permission to attend another certification at another District. **(Please make sure you have arranged with another CFL official from another club on both scheduled dates.)**
- 13) Using the CFL copies of the certification forms, we will create a formal team roster that will show all players that weighed-in and were certified, their Jersey #, and highlight any restricted weight players. This roster must be kept in the Head Coach's notebook which **MUST** be at every game, prior to the game starting, so the opposing team can verify players. (Please use the attached form for your official

Roster which must be turned in no later than **Wednesday, September 9th in the CFL Corporate Office.**

THE PURPOSE OF THE CERTIFICATION BINDERS IS EXPLAINED BELOW:

Prior to each game the opposing coaches have the right to line the player's up in numerical order and exchange binders to verify that the players are the same players on the certification form. This should take place 30 minutes before game time.