

## STJFL Certification Paperwork Instructions

All required paperwork must be uploaded by the parent/guardian to their account online at STJFL.net in order for them to be able to be certified. There are exceptions for some of the below paperwork but they must be approved ahead of time and are only usually granted for extenuating circumstances. Contact your local Board of Directors if there is ANY deviation below. All documents must be fully legible, not cut off, and contain the appropriate information. Please read ALL of the below instructions in order to prevent delay or a player not getting certified. Once certification is complete, uncertified players are ineligible for the season.

Below we address the following certification requirements in detail:

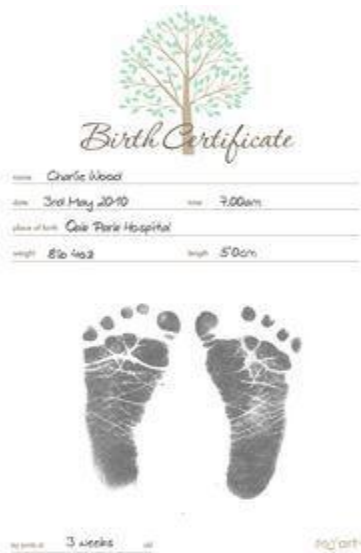
- I. [Age Verification](#)
  - A. This verifies that the participant is the appropriate age to participate in the STJFL and ensures they play in the proper age division for the safety of the participant and all others involved.
- II. [Eligibility/Address Verification](#)
  - A. This verifies that the participant is registered to the proper association under the STJFL. This ensures fair participation for all and prevents recruiting by associations under the STJFL.
- III. [Special Situations](#)
  - A. This covers situations that a few will fall under with no clear way to meet the certification requirements.
- IV. [Physical Verification](#)
  - A. This verifies that a participant has been medically cleared to participate in sports. This protects participants by ensuring a qualified medical check has been completed and passed.
- V. [Individual Waivers](#)
  - A. Waivers are reserved for tracking out of the ordinary cases like homeschool participants, participants who are eligible for more than one school district, and for Legacy Participants.

Our certification process as a whole is a safe guard that helps to ensure the safety of our participants, fairness of play among our associations, and consistent application of rules. The size of the STJFL presents a logistical problem for certification that can only be accomplished accurately and efficiently by standardizing documents and processes by which we obtain, review, and approve participants. We recognize the difficulty in obtaining the required information, however we are committed first to the safety of the participants.

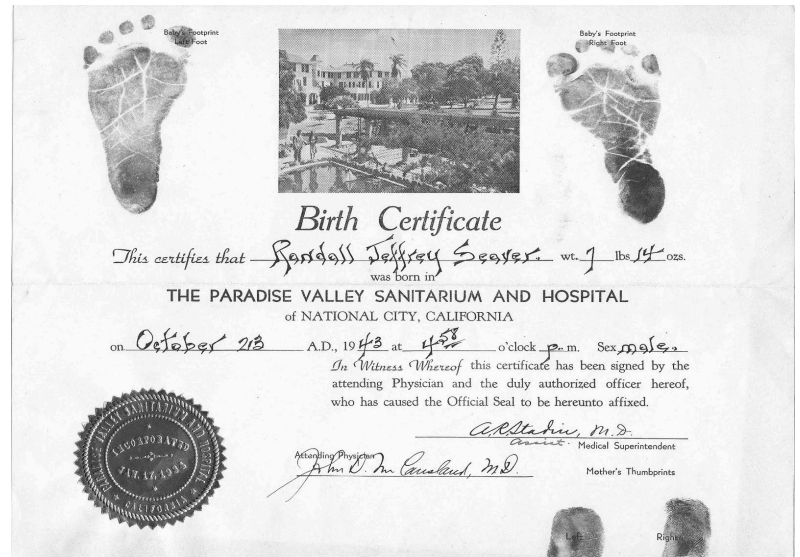
## I. Age Verification:

**Birth Certificate:** The birth certificate must be issued by the state and signed by a state official or registrar with an official seal applied. Long form or short form is acceptable. Novelty birth certificates or hospital issued Birth Certificates do **NOT** qualify as an official birth certificate. See examples below. In the absence of a BC, official court documents that list the participants name and DOB are acceptable.

**Not Acceptable** ↴



**Novelty Birth Certificate**



**Birth Certificate issued by a hospital**

**Acceptable** ↴

A long form birth certificate from the State of Texas, Department of State Health Services. It is for Stephanie Schaefer, born December 26, 2021, at North Central Baptist Hospital in San Antonio. The form includes fields for parent information, residence, and a signature. It has a blue border and a star logo.

**State issued Birth Certificate Long Form**

A short form birth certificate from the State of Texas, Department of State Health Services. It is for a male born on 11-26-2021 in Bexar County, Texas. The form includes fields for name, sex, date of birth, place of birth, father, mother, and date filed. It has a blue border and a star logo.

**State Issues Birth Certificate Short Form**

## II. Eligibility/Address Verification:

### Proof of Eligibility (For **school age** participants only):

Eligibility is verified by report card or proof of enrollment.

#### *Report Card:*

The report card shall be an official document issued by the school. The report card is not a screenshot of online access to view grades, a list of classes, progress reports, or any other school documents. The only acceptable report card is the **final report card** issued for the end of the year. The report card should include the participants full name, the school district, the grading period showing all grades for the entire school year, and the current school year that it is issued.

#### *Proof of Enrollment:*

Proof of enrollment is a letter obtained from your school's front office. It must be on an official school letterhead, have the participants name, and state that they are enrolled in the next school year (not the current), and stamped/signed by a school official. Screenshots of online enrollment, class list, or any other documents will not be accepted.

### Proof of Residence (For **non school age/Private School** participants only):

Proof of residence for non school age kids is done by Utility Bill and Photo ID.

Proof of residence for private school is done by a report card or proof of enrollment to verify school and also a Utility Bill and Photo ID to prove eligibility.

*\*\* Participants for Assigned Private Schools only need to provide the report card for proof of eligibility, please refer to the school zoning document on the website to determine assigned or non assigned school status. Assigned private schools must play for the charter they are listed under.*

For participants who have not yet attended school, address verification shall be completed by providing a utility bill and photo ID. A utility bill is defined as gas, electric, and water. No other bill types will be accepted. The utility bill must have: the parent/guardian on the players registration full name is visible on the bill, the service address and billing address are visible and match the parent/guardian address on their state issued ID, the company or municipality is visible, and the utility bill is from May of the current year or newer. To submit a utility bill for address verification, take a picture or scan the bill with the photo ID in front of the bill not obstructing any required information and upload it in the address verification box on your online STJFL account.

### **III. Special Situations:**

Applies to those who meet every requirement listed and explains how to resolve it.

#### Non-School Age:

Your participant has 1) never gone to school, 2) **will** be attending school the next year, and 3) you live where no utilities are in your name.

If you meet requirements 1-3, you will need to obtain and provide the proof of enrollment form from your schools front office in order to complete the address verification.

Your participant has 1) never gone to school, 2) **will not** be attending school the next year, and 3) you live where no utilities are in your name, you will need to contact your local Board of Directors so that a way to verify your address can be determined by the STJFL.

#### Homeschool:

Your participant attends homeschool or will in the upcoming school year, you will need to provide special documents to prove enrollment in a state qualified home school as well as address verification with the utility bill/drivers license above. All homeschool participants must have a waiver completed by your local Board of Directors as well as submitting documentation that proves the homeschool program is state recognized, proof that the participant completed the past year or is enrolled for the upcoming school year in a recognized program. In addition you will need to provide the above mentioned Utility bill/Photo ID requirement and any additional documentation requested by the STJFL.

### **IV. Physical Verification:**

Physical: All participants must have a physical uploaded before the start of conditioning week. It is highly recommended that you use the STJFL Physical Form to complete the physical, however school physicals or more detailed physicals completed by a physician are accepted. The physical must have been completed in the current year, signed and dated by an RN or above, all items on the form must be addressed and not left blank. If you are using a form other than the STJFL Form, the physical must address all items addressed on the STJFL Physical Form at a minimum and must clearly state that the physical clears them for participation in sports.

## V. Individual Waivers:

Waivers: Individual waivers are used in select cases to track participants that do not conform to the normal process. If any of these situations apply to you, please contact your local Board of Directors to determine if they need to submit a waiver on your participants behalf.

- A. Your participant attends a school that they are only eligible to attend due to a parent or guardian being employed by that school district AND the participant wants to register for the zoned association they would be attending according to their residence if not for the parent/guardian working for a different school district.
- B. Your participant is a legacy player. A legacy player is a participant who has played at least 3 consecutive years (Since 2020 Season) for an association under a waiver PRIOR to the 2023 Season. Only those who meet this requirement will retain that status until they age out of the league, miss a season for any reason, or otherwise become ineligible. Eligible legacy players for the 2024 season would have 4 consecutive waiver years and enter their 5th season with an association. No new legacy players can be created and Legacy Status will ultimately phase out. Legacy status does not extend to siblings.

When in doubt, contact your association to verify you are submitting the correct or sufficient documentation. Failure to provide sufficient documentation by close of certification, as determined by the STJFL, will result in the participant being ineligible for the season. Once certification closes, no further participants can be certified.