



Document Audit

Effective 2004 Season

SOP 001

Date Issued November 18, 2004

Revised Date: October 17, 2019

Purpose:

Provide guidelines for participant documentation audit at the National Pop Warner Super Bowl.

Responsibility:

The National Football Commissioner, National Cheer & Dance Commissioner, or National Director of Scholastics and their designated staff are responsible for enforcing and maintaining this procedure.

Definitions:

Document Audit: The procedure where by each participant mandatory documents are reviewed to ensure that the documents are accurate and comply with the standards established by Pop Warner National Rules, per Article 6 "Registration" in the Official Pop Warner Rules. **Books are to be organized alphabetically by players' last name.**

Staffing:

Football: the designated Regional Management Team member(s) working with Appointed National Weigh Master will conduct Weigh-ins and document auditing. Currently, Football weigh-ins/document audits are scheduled by the National Football Commissioner prior to the first football game.

Cheer: Region Management Team Member(s) as appointed by the National Cheer Commissioner will conduct document audit prior to teams competing.

Procedure:

The Audit Team will review the (6) six Registration documents as indicated below. The team will verify all dates, signatures and critical data on each document. **Each League and/or Region must also stamp the Birth Certificate verifying the accuracy and validity of the document.**

1. Participants Picture Identification Card

The pictured I.D. card/Standard Player Contract will be reviewed for accuracy and completeness.

2. Proof of Age Guidelines: Per Article 6;S3, A "**certified**" copy of the birth certificate with the Seal of the issuing office of the state of birth is the best guarantee of reliability. However, a clear copy of the following documents will be conditionally accepted.

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|---|--------------------|
| 1. State or County issued Birth Certificate | 4. State Issued ID |
| 2. Alien registration (Green Card) | 5. Passport |
| 3. Military ID card | |

The proof of age documents will be placed in a sheet protector or 3-hole punched and inserted in the binder immediately following the ID's. Do not staple the proof of age. If the proof of age document is smaller than 7x7, than attach it to a blank 8 1/2 X 11 sheet of paper. The following items **will not be accepted** as proof of age:

- A.** Any document which appears to have been forged or altered in any manner
- B.** Any other certificate not listed above.



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Foreign Language Documents: Must have an attached notarized document translating the vital information into English (if applicable).

- 3. Physical Fitness & Medical History:** The yearly updated National Pop Warner Physical Fitness & Medical History form (8 1/2 X 11) must be completed and placed immediately following the Proof of Age Document. A signed statement from an examining physician that the participant is physically fit and there is no observable conditions which would contra indicate the participant playing Football, Cheerleading or Dancing. **The medical clearance cannot be older than January 1 of current year.** It must also indicate who examined the participant, the date of the examination, the name of the examiner, the examiner's office address and his/her phone number. The medical exam documents will be placed in a sheet protector or 3-hole punched and inserted in the binder immediately following the Proof of Age. Do not staple the medical exam to the SPC. If the proof of medical examination document is smaller than 7x7, than attach it to a blank 8 1/2 X 11 sheet of paper.
- 4. Participant Contract & Parent Consent:** The yearly updated National Pop Warner Participant Contract & Parent Consent form (8 1/2 X 11) must be completed and placed immediately following the Medical Examination. The original fully completed and signed form from the parent(s)/guardian(s) must be dated after January 1 of the current year, prior to allowing the athlete to participate. The National Pop Warner Participant Contract & Parent Consent documents will be placed in a sheet protector or 3-hole punched and inserted in the binder immediately following the Physical Fitness & Medical History Form.
- 5. Proof of Scholastic Fitness:** The League, Region and National Pop Warner require proof of satisfactory progress in school prior to participation. A Report Card with a minimum of a 2.0 GPA/70% is required. If a Participant does not have a 2.0/70% then National Pop Warner will require the participant to use the Scholastic Eligibility Form (SEF) or Home School Form (HSF) if the participant cannot produce a report card demonstrating a 2.0/70%. All rules and regulations for the SEF/HSF are located on the SEF/HSF or should further clarification be needed, contact the National Scholastic Director.
- 6. USA Football Heads Up Coaches Training Certificate:** All Coaches must have a copy of the Heads Up Training Certificate in the Team Book during Book Certification.

Document Order -

- 1 I.D. Cards/Standard Player Contract**
- 2 Proof of Age**
- 3 Physical Fitness & Medical History**
- 4 Participant Contract & Parent Consent**
- 5 Proof of Scholastic Fitness**
- 6 All Coaches USA Football Heads Up Football Training Certificate**