**Purpose:** The purpose of this procedure is to detail the League’s requirements for Coaches pictured Identification Cards.

**Responsibility:** The League President and the Board of Presidents are responsible for enforcing and maintaining this procedure.

**Procedure:** The following procedure will apply for Coaches picture Identification cards.

1. The League will issue to all League Executive Board Members, a “Greater NW Conference Pop Warner Identification Card” and holder. Staff holding dual positions will be issued only one ID card.
2. The Association Presidents will issue to all Association Executive Board Members, and Rostered Coaches a “(Association) of GNWC Pop Warner Identification Card” and holder. Staff holding dual positions will be issued only one ID card.
3. The individual is responsible for permanently affixing a current, 1½” X 1½” photo to the I.D. badge, as well as providing the same photo to their association / league to be attached to their current application form.
4. The League President will Issue to all association Presidents the current design of I.D. Badges to be used for that season before August 1st.
5. The Identification card with the INDIVIDUAL’S PICTURE ATTACHED will serve as an admission pass for all League events.
6. Coaches on the sideline must have an identification card for that division of play and team.
7. If there is no picture of the individual attending the event on the Identification card, then it will not be acceptable and the individual will be charged the admission fee to all league events.
8. All Roster coaches that do not have their picture Identification card will not be allowed on the sideline with the team. There are no exceptions.
9. Associations may issue one Photographer badge per rostered team. At no time will more than one photographer be allowed on the sideline. The photographer must remain on the sideline of the Association issuing the badge.
10. Once coach and/or rostered staff has been deemed “certified” ie. background check, respective coaches training, League Representative will add appropriate color sticker to badge.