

## 2019 PLAYER CERTIFICATION INSTRUCTIONS & CERTIFICATION BINDER:

This document provides instructions for the following items:

1. Online Player Certification instructions
2. Team Certification Binder

### Online Player Certification

***If you are requesting an exception for a player, please notify your Region Manager immediately for consideration. The Executive Director (GMSAA President) shall issue approval.*** Follow these instructions for the online portion of player certification. One Binder (3 ring notebook) is required for each team to maintain possession during the season and on the sideline:

1. Go to the GMSAA website, which is [www.gmsaafootball.net](http://www.gmsaafootball.net) or [www.GMSAA.com](http://www.GMSAA.com)
2. Select TEAM ADMINISTRATOR – HEAD COACH LOGIN for the GMSAA Portal
3. Select add Players to Roster. This option should be used to delete a player, move existing players up one grade, add a new player to the roster, and upload the three required documents. The three required documents are the birth certificate (BC), the concussion form (Conc), and the GMSAA Waiver (Waiver). A blue check mark signifies the document has been uploaded and accepted. Once all items are uploaded, the Region Manager will certify the player and you will see the player is certified. If a player is certified and any document (i.e., the birth certificate, concussion form, or waiver) is accessed or changed, the certification approval will automatically be negated.
4. Create Player Roster – this option is used to create and print the final roster for inclusion in the Team Certification Binder. All Certified Team Coaches will also be listed at the bottom of the roster.

### Team Certification Binder

One Certification Binder (3 ring notebook) per team will be required for the 2019 season. Each team must have the Certification Binder available with the team for the away and home games – pre-season, varsity and JV. The Certification Binder should contain the following in the exact following order:

1. Certificate of Insurance – with the form for your program as the first insert inside the binder.
2. A copy of your practice schedule.
3. Team Roster (players listed first, followed by coaches at the bottom). Go to CREATE ROSTER from the GMSAA Portal. Print one copy in color.
4. Next, insert the NFHS Concussion Course Certificate completed by your Head Coach and Assistant Coaching Staff. The certificate is valid for two (2) years. Keep the certificate in the binder for two years.
5. Player package – align each player in alphabetical order with the following order:
  - a. Birth Certificate copy signed by parent or legal guardian; a copy. **Please make sure the date of birth is highlighted in any color, Please be consistent in highlight color for each team binder.**
  - b. GMSAA Waiver on front side of the Birth Certificate copy within a one (1) page protector for each player. The GMSAA Waiver on front side and the Birth Certificate copy on back with both pages facing out.
  - c. Additional documentation you have received from the GMSAA regarding a player exception must be included between the two pages.
  - d. Copy of the *Student/Parent Concussion Awareness Form* must be in a separate page protector following the GMSAA Waiver and Birth Certificate copy.
  - e. Baseline Concussion Tested Players – if you have documentation, add this information in the back of the Certification Binder.

**GMSAA players must be certified in order to participate for the 2019 GMSAA Football Season. Each player must be input in the GMSAA portal. Each new player must have an uploaded Birth Certificate, GMSAA Waiver and Concussion Awareness Form. Any returning player that was certified in the previous year with a Birth Certificate copy, GMSAA Waiver and Concussion Awareness Form are prepared to move up to the next grade. Birth Certificate copy, GMSAA Waiver and Concussion Awareness Form DOES NOT have to be reloaded. For example; 2018 Certified 6<sup>th</sup> Grade Player – move up as 2019 7<sup>th</sup> Grade Player, no need to upload documents.**

**Any certified player moved up from 2018 to 2019 must maintain an updated GMSAA Waiver and Concussion Awareness Form in your Team Certification Binder. You may either sign and date a new form or sign and date the prior forms from 2018 season.**

**GMSAA Waiver and Concussion Awareness Form is available at [www.GMSAA.com](http://www.GMSAA.com) website under CONNECT and FOR PARENTS. You must become a member of the GMSAA website by going to [www.GMSAA.com](http://www.GMSAA.com) home page. Go down toward the bottom of the page and click “BECOME A MEMBER”. Now you have complete access to the GMSAA website.**

**Team Certification shall take place no later than Sunday, August 18. If necessary, Final Certification shall take place no later than Wednesday, September 4. Additional questions regarding certification should be directed to your Region Manager.**