

## ID Cards/Proof of Age Instructions for Team Manager/Coach

### Proof of Age Requirements for all U11 to U18 Teams

- At your first practice collect a copy of a birth certificate or passport from those players that **DO NOT** have a check mark in the **BC column** of the Team List.
- Alternatively, parents can email you a scanned copy of a birth certificate or passport.
- It's recommended to conceal the registration number/passport number when submitting proof of age documents electronically to help prevent identity theft.
- The proof of age document must be printed on an 8.5 by 11" piece of paper – one per player and returned to your AGC before card night on mid-**September**.
- There will be no ID card issued without a birth certificate.
- **U11 House teams'** deadline is Thanksgiving.

### ID Cards

- ID Cards are required for all players and team officials at all 4 D games after September 30th. **U11 House & Silver** players do not receive ID cards and team officials will receive NSYSA lanyards.
- There must be at least one carded team official at a game or the referee will abandon the game.
- All **U11 Gold, U12, & U16** players will receive pre-printed ID cards. Please glue on photos and return to your AGC by **September 18th**
- For **U12 G1 and G2** teams, you can re-use returning players' ID cards from last year & a sticker will be added. Simply return these along with your new player ID cards to your AGC by mid-**September**.
- All other teams – **if your TEAM NAME has NOT changed** you will reuse the ID cards from last year & a sticker will be added. Simply return these to your AGC by **September 18th**.
- If your **TEAM NAME HAS CHANGED** or **if more than half your players are new to the team** this year the ID cards will be pre-printed. Please glue on photos and return to your AGC by mid-**September**.
- **NEW PLAYERS:** If you have new players on your team, please prepare an ID card for them. BCSA ID # can be found on the **TEAM LIST**. If he is not on the team list, a BCSA ID # will be assigned on card night. Blank ID cards are available at Distribution Day August 21.
- **PHOTOS:** U12 and U16 photos are available from last year's photo weekend. Please take pictures of any other players without a photo. Please glue photos onto ID cards.
- **Coach & Manager ID cards** – please check that all coaches & managers listed on your TEAM LIST have an ID card for this team name – either one from last year or a new one. (blank ID cards are in your envelope).
- **Note – BC Soccer will not allow BCSA ID cards to be issued to Coaches and Managers who have NOT submitted completed Criminal Records Checks (CRC) to their club.**
- If you need more blank ID cards, check with your AGC.

**It is your responsibility to deliver all player cards and coach/manager cards and necessary copies proof of age to your age group coordinator by mid-September. The age group coordinator should not have to come and pick them up.**