

PLEASE READ THE POLICY AND PROCEDURE REQUIREMENTS FOR COACHES

Background Check Procedure:

Each team shall be required to register two (2) coaches to be certified by PAL after a background check is conducted. Registration fees will cover the cost of the background checks for those two (2) candidates. Teams may wish to have a greater number of coaches to be certified. Additional coach background certifications will be required to be paid by the team or the individual requesting a background check. The cost of additional background checks is fifteen dollars (\$15.00) per applicant.

Coaches will be required to submit full names, addresses, last 4 digits of their social security number, and dates of birth prior to registering a team for PAL league play.

PAL will inform coaches when results of background checks are returned to PAL.

Background checks for all coaches are good for one year from the date of the background check.

Coaches participating in more than one PAL league will only be required to have one background check.

Roster Policy:

Once coaches are approved for certification after background checks, the **head coach is required to submit a team roster with contact information for all certified coaches** and the names and addresses all participants. The roster submission shall be completed online through the Buffalo PAL website. www.buffalopal.com. **Rosters must coincide with client characteristic information for respective teams.**

League Fee Payment

Payment of league fees is required before any team will be accepted into the league. **NO TEAM WILL BE ALLOWED TO PLAY IF PAYMENT IS NOT RECEIVED ONE WEEK PRIOR TO THE START OF THE SEASON.** Fees can be paid ONLINE, via cash, credit card, pay pal, money order and check.

Certified Coaches on the Bench

At least one (1) certified coach must be present on the bench at the start of the game and the full duration of that game. Only coaches certified by PAL will be allowed on the bench of the team for which they are certified.

Player Requirements

Client Characteristic forms (**Buffalo PAL Enrollment Form**) must be completed online at the Buffalo PAL website www.buffalopal.com by all players wishing to play on any respective team. All client characteristic information must be completed before the player will be recognized as an eligible participant. Player registration must be complete by game 3. Registration will be closed after game 3. Players will not be eligible to play in the game without completing the registration form. Exception is if a player is replacing another player for medical reasons, or a team does not have enough players to play.

Birth Certificates

A copy of each participant's certified legal birth certificate must be uploaded online at the Buffalo PAL website WWW.Buffalopal.com or email policeathletic@city.buffalo.com in addition to completion of client characteristic information before any player will be recognized as eligible to play in games. Players' birth certificates must be verified by PAL staff by game 3. PAL will not accept birth certificate verification after game 3. Players will not be eligible to play in the game without verification of a birth certificate. PAL can also accept/verify a report card with a birth date on it, a passport, a NYS ID for the youth. This also goes for any school team.

Miscellaneous

Certified coaches from other teams may substitute for certified coaches in emergency.

Players cannot be on two rosters within the same age group.

Players for a younger age division may be added to an older aged division and be eligible to play in both divisions. But have to be on original roster before registration deadline (game 3).