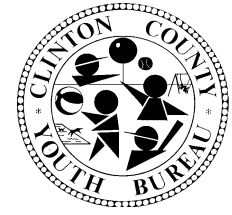


1/8/2013

# CLINTON COUNTY YOUTH BUREAU

OFFICE ADDRESS: 135 MARGARET STREET  
MAILING ADDRESS: 137 MARGARET STREET  
PLATTSBURGH, NEW YORK 12901  
PHONE: (518) 565-4750 FAX: (518) 565-4775  
EMAIL: youth@co.clinton.ny.us



John Redden  
EXECUTIVE DIRECTOR

Terra Sisco  
SUPERVISOR

Krysten Conners  
RECREATION DIRECTOR

## Age Verification Policy

Effective, January 8, 2013 the Youth Bureau and Youth Board have finalized the **Age Verification Policy**. Proof of Birth is required at the time of registration for sports and required prior to rosters being submitted. Primary proof is Original or Certified Copy of Birth Certificate. If unavailable, other acceptable forms of proof are Sherriff's ID, Baptismal Certificate, School Record, Passport or Vaccination Record.

The policy steps will be taken by the Youth Bureau should a player be put on a team under his/her age level without the approval of the Youth Bureau or should a player be moved into the program before reaching the minimum required age. Examples are:

- A player has been practicing or competing with a team but has failed to be added to the official roster on file at the Youth Bureau offices.
- A player is on roster after providing the Youth Bureau with an incorrect Date of Birth.
- A player is on a lower age level team without the Youth Bureau receiving a Age Waiver Request form. (Players are not to be added to a lower age level team until an Age-Waiver Request is completed and approved by the Youth Bureau.)
- A player is moved into the program before they have reached the minimum age required to be eligible for the program.
- The Youth Bureau requires that all Municipalities conducting sign-ups verify Date of Birth through a birth certificate or other approved form of I.D. and submits a signed roster form for each participating team verifying accurate Date of Birth for each participant.

### **It is the expectation of the Youth Bureau that municipalities will require Age Verification Documentation from all participants.**

- If a player is discovered to be on an age-inappropriate team, at that time they will be moved to the age-appropriate team for the remainder of the season. A letter will be sent to the Sports Coordinator asking, "How did this happen?" and "What steps will be taken to ensure this does not happen again?"
- In the event of a second offense within a town, a letter or meeting between the Town Supervisor, Sports Coordinator and Youth Bureau will occur to ensure no further incidents will arise and discuss what the Youth Bureau can do to aid the town with the Age Verification Process.
- Should further incidents within a municipality arise the situation will be brought to the Youth Board and dealt with on a case-by-case basis.