

Rugby NorCal

Rugby NorCal requires new photos and school IDs at different intervals throughout a player's career. U8 through Middle School requires a headshot and birth certificate upon first registration, and a new headshot when the player enters Middle School. High School players are required to upload a new headshot their Freshman and Junior Years, and a School ID their Freshman year. If a player joins the HS team any time throughout their 4 years, they must upload a headshot and School ID. Proof of age can be carried over between applications – meaning there is no need to re-collect and re-upload birth certificates (proof of age documents).

For each player Clubs must submit:

- A. Photo of player - a digital (JPG) photo showing full head and shoulders.
- B. School ID - a digital (JPG) copy of a school issued document showing school and grade.
- C. Age Proof - government or school issued document showing proof of age

The photo must be a picture taken within one month of the ID application and CANNOT be a copy of another document. I.e. Pictures of a picture in a school yearbook are NOT acceptable – unless they are the original picture file from that yearbook.

School ID is normal for B, and Birth Certificate for C. A copy of the picture page of a US passport, driver's license, or State ID card is sufficient for C. If a player does not have a School ID, an Official Transcript from the school they attend, showing name, grade, and date of birth, will suffice. If there is a picture on the official Transcript, that is preferred but not mandatory.

There is NO NEED to upload the SAME document for both B and C.

Collecting Club Member Information

The club Administrator, Registrar or Coach will need to take digital pictures of all of the players on the club or team, preferably against a white wall. No hats, scrumcaps can be worn and glasses should be removed.

The photo should look like a driver's license or passport photo. I.e. only include **complete** head and upper chest and shoulders. Photos of documents are also acceptable as long as they are **completely legible**.

Use medium resolution on your iPhone, Android or Tablet. If you use high resolution images the photos will be automatically rejected as being too large to upload to the server.

You can download the photos from your camera into a directory on your Computer. Use Irfanview (or other photo editing software) if you **want** to crop and resize your pictures,

and rename them so that you know which picture is of each individual. **Do not crop them so severely** that only the head is visible.

The easiest way to ensure your photos will be approved is by loading them **directly from your phone/tablet** by logging onto the system from your device, or saving them directly off your camera onto your computer and submitting them, **unedited**, into the CMS. The CMS administrators will edit if need be, i.e. cropping, rotating the picture, etc.

To assist in editing or conversion of digital documents into formats and sizes/resolution required, it is suggested that club administrators download freeware called Irfanview at <http://www.irfanview.com>

Cropping or other photo editing is **NOT USUALLY REQUIRED**. It may be necessary because the file size is very large on account of being very high resolution, and of the player's full body instead of just head and chest/shoulders.

Collect from each player an official document with a recent photo on it so that it may easily be determined that the photo you provided is of the same individual (ID proof for Adults), or proof of school grade (Youth).

Collect from each player an official document showing the birth date of the player (age proof for Youth).

You can scan these documents into a directory onto your Computer, or simply take a medium quality picture of them.

ID Photo Requirements

The photo must be a picture taken within one month of the ID application and CANNOT be a copy of another document.

- Photo must be in **color** and not copied/scanned from other documents
- Head should be positioned directly facing the camera
- Photo should capture from slightly above top of hair to middle of chest
- Eyes should be open and looking at the camera
- **Background should be plain white or off-white, black background is NOT acceptable**
- Eyeglasses should NOT be worn
- Head coverings should NOT be worn i.e. scrumcaps should be removed

			
REJECTED Background	REJECTED Background, headcovering	REJECTED Not Original	ACCEPTED

Note: *faces obscured intentionally.*

Digital photos can be cropped to include only head and shoulders and be about 640x640 pixels resolution (50-60 KB JPG file). Other documents are usually about 50KB - 150KB. If they are any smaller than this they are usually illegible and will be rejected during processing.

Dark backgrounds are not acceptable because these photos will be printed onto paper for each match – and photo needs contrast to be useful. You also don't want them using up all of YOUR ink and printing right through the paper.

The standards are enforced so all the photos on a match report are similar, and of a good enough standard so that individuals are **easily** identified. Adept Software operators crop 95% of all photos, but the processing fee is low because they are not paid to spend time editing any photo to make it an acceptable standard. Some judgment calls on acceptability are made sometimes, however this leads to declining standards over time and is therefore discouraged.