

# *Building Your Team Books*

*Every team in the PYFL is required to build a Team Book to comply with the rules of Certification. Certification is mandatory to play on a PYFL team, and usually takes place after about two weeks of practice in August. The requirements for this book are precise, and failure to fulfill 100% compliance of every player by the day of Certification will result in those players being rejected for the season in question. There will be no appeal – the player or players are out for the season.*

*In order to assist teams in meeting Team Book requirements, the PYFL has created this guide. Please take this responsibility serious. No one wants to see the sadness in a player's eyes when he's told he can't play football that season.*

*Sincerely,  
PYFL Board of Directors*

## **Step One**

Beginning with the registration process, every chapter should begin preparing for the eventual development of their team books. From the beginning, parents/players should be made aware of their registration requirements. The following materials should be required for the registration process – *All of these Documents must be originals. Copies are expressly prohibited.*

1. **Executed PYFL Player Contract** – Make this contract work for you. Make sure everyone fills it out carefully. Every section should be completed carefully and legibly. If it is, contact information will be easy to read, and the bottom section will provide record of payment.
2. **Executed Parent Contract** – The Parent Contract is used by many chapters to verify that parents have been made aware of important issues regarding the specific chapter and the PYFL. A chapter code of conduct, mandatory dates, chapter refund policy and other important information can be included to assist in making parents aware of what is required of them and their child.
3. **Current Photograph** – Whether photographs are taken by the chapter or parents provide them with their registration materials, every Player Contract must have a 2 ½ x 2 inch photograph of the player seeking certification attached the upper right hand corner in the space provided.
4. **PYFL Physical Form** – Every player must provide a PYFL Physical form completed by a duly qualified physician. The document must be signed and completed with legible contact information.
5. **Proof of Residence** – Every player must submit a recent utility bill as a current proof of residence. In the case where a parent has a different last name than the child, a birth certificate establishing the connection to the

parent or a letter from the child's school with his name on it may be used to establish proof of residence.

6. **Birth Certificate** – Every first-year player must submit an official Birth Certificate to play in the PYFL. *This document must be original, not a copy.* After a player has been certified in his first year, a Birth Certificate is no longer required in subsequent years. However, if a player leaves the league for a season and returns another year, he will be required to again provide a Birth Certificate. Alternative documentation meeting league requirements are: Passport; U.S. Military Identification; County Birth Registration Form with Seal; Signed School Letter on School Letterhead Verifying Birth; and Signed & Sealed Hospital Letter on Hospital Letterhead Verifying Birth.

## **Step Two**

Many chapters have made it policy to require that all Registration materials be presented and checked prior to the issuing of equipment. Withholding equipment gives the chapter leverage in getting the necessary paperwork in time for Certification.

Once all the necessary registration materials have been collected and teams have been formed, you are ready to begin building your Team Book.

1. **Three Ring Binder** – Every team needs to have a standard three ring binder to hold their paperwork together. A one inch binder with clear outside pockets to slip in an identification page is best.
2. **Transparent Document Holder Pages** – All player documents need to be displayed in transparent document holder pages. These pages are sold at any office supply store and are specifically designed to fit a three ring binder.
3. **Exterior Identification** – Each Team Book should be prominently identified on its exterior. For Example:

### **Calabasas Raiders**

Bantam Silver

Head Coach: John Thomas

818-555-5555

jthomas@aol.com

4. **Page 1** – Inside of the first document holder page should be two copies of the Official Player Roster. The required information should be carefully typed. However, leave the *Regular Season Certification* and *Playoff Certification* columns blank. Those are for the official use of the League Certification Team.
5. **Page 2** – When you open your Team Book to Page 2, you should be opening to the documentation for the first player on your Player Roster.
6. **Left Side** – In the left transparent document holder, behind your Official Player Roster, you should place the player's *Physical Form* so that the entire form is visible. On top of that, you should place the player's *Proof of*

*Residence* in the lower left hand of the page. This document should be tri-folded so that it can be read by turning the book clockwise. If it has been placed correctly, the player's name is visible on the *Physical Form* at the top and the doctors signature is visible in the lower right hand corner.

7. **Right Side** – In the right transparent document holder, you should place the *Player's Contract* so that the entire form is visible. (At this point you will need to modify the transparent document holder with a pair of scissors. Essentially, you will need to cut out a rectangle corresponding to the photo box and *PYFL Certification Only* section on the *Player Contract* so that the Certification Team can stamp and initial the document. Rather than trying to cut out the small square where the Certification Team needs to sign and stamp, it's better to cut out the entire corner of the page – just the front.) If a Birth Certificate is required, the document should be tri-folded and placed horizontally at the bottom of the page, so the relevant information can be easily read. If a Passport is used, it should likewise be open to the relevant information.
8. **Following Pages** – Pages that follow should be built in exactly the same way and should correspond exactly to the Official Player Roster on Page 1.

### **Step Three**

All Team Books need to be ready to go by the beginning of Certification Week, so that corrections or modifications can be made in a timely manner. A time and place for Book Certification will be conveyed to all Team Representatives by Chapter Representatives. The designated Team Representative will report at the specified time. There they will assist in certifying Team Books for other Chapters. Book Certification usually takes about two hours. When Book Certification is completed a PYFL Board Member will take charge of the Certified Team Books until Certification Weigh-In.

The Certification Weigh-In will be held the weekend immediately following the Book Certification. Once a Team Coach arrives at the Weigh-In, he will go to the entry gate and retrieve his Certified Team Book. He will carry the Book and present it to the member of the League Certification Team that is responsible for weighing the members of his team. The league representative will weigh each player, record his weight and stamp the Player Roster - *Certified*. Before he leaves, he will have his Roster copied for League files.

### **Step Four**

It is the responsibility of the Team Coach to carry his Team Book to all practices and games for the rest of the season. The Book serves as a source of contact, medical and insurance information in case of an emergency. And, in the event of a challenge by an opposing coach in a game situation, Coaches must be able to prove certification before a player or players can enter competition.