

## CERTIFICATION REQUIREMENTS

### LeagueOne Roster Software

Each association is to identify an association certification coordinator who will be responsible for ensuring that the required data for each player, and adult who will be on the sidelines; and team is entered into the LeagueOne software. The certification coordinator will also be responsible for the paperwork for each team in their association.

Data for all players and adults who will be on the sidelines is required to be entered into the LeagueOne software prior to August 16<sup>th</sup>. Players and sideline personnel for Tiny-Mite, Mitey-Mite, Jr. PeeWee, and PeeWee teams are to be assigned to their teams prior to August 16<sup>th</sup>. Having the rosters completed prior to August 16<sup>th</sup>, ensures that the rosters are ready for the player and team certification on August 16<sup>th</sup>.

Paperwork for Jr. Midget players and adults is required September 6<sup>th</sup>.

### Player and Team Paperwork Certification

Required date for player and team certification is August 16<sup>th</sup>. For those associations that do not turn in their paperwork prior to August 16<sup>th</sup>, a schedule with the time and location for delivery of the paperwork will be sent to you.

For each team, there is to be a hanging file folder with a team roster and the paperwork for each player.

The hanging file folder is to have an identification tab with the following information in the following format.

Association name

Division of Play – Head Coaches' last name

**Example: Brentwood – JPW - Smith**

The hanging file folder is to include:

Certification Roster from the LeagueOne software. **This roster is the only acceptable roster and the format is not to be altered. Only players whose paperwork is complete are to be listed on the roster. Note: there are required fields where data must be entered.**

The paperwork for each player is to include the following documents in the following order, and is to be in the same order as the roster.

1. **Original** 2014 Participant Contract and Parental Consent Form – **Must be the original form and not a copy.** No other form is permitted.
2. 2014 Physical Fitness & Medical History Form.
  - **The actual Physical document may be dated in the previous year, but cannot be dated prior to August 1<sup>st</sup> of the previous year. It is preferable for the examining licensed medical practitioner to complete the physical on the Pop Warner form itself, but if a different form is used, it must be attached to Page #1 of the 2014 Physical Fitness & Medical History Form that is signed by a parent or legal guardian.**
3. Copy of birth certificate (**No original birth certificates**). Passports and military ID Cards are acceptable.
4. Report card – Attach **COPY** of 2013 – 2014 full year report card (**No original report cards**), Scholastic Eligibility Form, or Home School Form. On the report card, clearly indicate the calculated GPA.

The paperwork for each player is to be **stapled** together (**no paper clips**).

The hanging file folder for each team will be returned to the association's certification coordinator as soon as all the paperwork is certified.

**Updates and additions to rosters:** Any updates or additions that are required to rosters are due by Friday, August 22nd – 6:00 pm.