

BOOK CHECK- GUIDELINES

Roster- print tackle or cheer certification roster place in sleeve in front of book

SLEEVE 1- SIDE 1- PLAYER CONTRACT:

- 1) LAST NAME, FIRST NAME, MIDDLE INITIAL- must match Birth cert, if no middle name, leave blank.
- 2) Address and phone number
- 3) DATE OF BIRTH- VERIFY FROM BIRTH CERT
- 4) MOTHER'S MONTH & DAY OF BIRTH- IS MISSING GET FROM BIRTH CERT
- 5) School (if blank get from report card and write it in)
- 6) Grade- grade in September 2016
- 7) GPA and alternate- leave blank but ok if filled in NOT required
- 8) PARENT/GUARDIAN info- NAME and relationship required
address is left blank only if SAME as player's address listed above.
Phone number of parent is required EVEN if same as above
EMAIL address- required
- 9) Emergency contact- must be someone OTHER than parent named above (can be the other parent)
phone number MUST be different- note only one phone number needed.

PW USE BLOCK- fill it in if you want. Registration number not needed though if you do.

SLEEVE 1-SIDE 2- OTHER SIDE OF PLAYER CONTRACT

Make sure name is at the top

Make sure both parent and player has signed and dated. EVEN IF ONLY TINY MITE OR FLAG they need to print their name if they can't sign

ORIGINAL SIGNATURES cannot be a copy

SLEEVE 2- side one is used ONLY for Birth Certificate

or other proof (passport for example) it is a copy and must be legible and not tampered with at all.
(side 2 can have utility bill for new players ONLY until cert then removed.)

SLEEVE 3- SIDE 1- Parent side of the Medical

All info at the top filled in. IF NO MEDICAL INSURANCE write NONE .

If they do have it you must have NAME OF company, NAME OF WHO IS insured AND either a POLICY OR A MEMBER number, you don't need both

ALL questions answered- any YES questions require an explanation

SIGN and dated by the PARENT

SLEEVE 3- SIDE 2- DOCTOR'S SIDE of PHYSICAL.

Must have player name at the top

Dr. must sign and date- this date must be Jan 1, 2016 or later

Date of physical must be there

Doctor stamp is required OR all information must be completed – PHONE NUMBER MANDATORY

SLEEVE 4 SIDE 1-EXCEL SHEET

The EXCEL sheet GPA calculator with player name, city, team at the top and GPA calculated for all grades given- minimum is final report card.

IF NO REPORT CARD, then completed Scholastic ELIGIBILITY FORM GOES here- A COPY ONLY ORIGINAL will be turned in to LAC for tracking

SLEEVE 4- SIDE 2- REPORT CARD

The report card copy- must show school year, name and school.

IF GPA calculated is LESS THAN 70% then a completed SCHOLASTIC ELIGIBILITY GOES on top of the report card in this side.

Make sure you bring ORIGINAL plus one copy. **Original goes to LAC.**

PROGRESS REPORTS FOR SCHOLASTIC ELIGIBILITY WILL GO ON TOP OF FORM WHEN RECEIVED.

Completed means signed by PLAYER, PARENT AND HEAD COACH

After players, then coach trainee paperwork and student demonstrators in alpha order will go in book

Coach's certificates- (for all head and asst. For tackle and for all staff for cheer) must be in the team book- you can put them all in one or two sleeves, no need for a separate one per person unless you want to.

Waiver forms- must be in the team book- in one sleeve at the back after certification, before, leave it clipped to player

Copies of CPR for two people required- must be in team book for cheer, will put in team book only for teams that advance to regionals unless you want to do them now – up to city

Emergency plan for field- each city needs to make one up and give to their team managers for back of book