

TVYFL 2009 TEAM BOOKS/VERIFICATION CHECKLIST

TEAM ROSTERS

- a) Roster needs to be placed in front of view binder inside the plastic.
- b) Roster needs to be in order of jersey numbers with small numbers first.
- c) Roster needs to list the grade the player is in.
- d) Head coaches and staff names and phone numbers need to be on the team roster.
- e) The total number of players in each grade level and the total number of players on the team needs to be displayed.
- f) Head coach & assoc. president must sign the roster
- e) A copy of the roster with signatures needs to be made and turned in at verification night.

A HIGH SCHOOL RULEBOOK needs to be placed on the inside pocket of the binder.

The following items need to be placed in clear plastic protective pockets in this order in the binder:

CONTACT INFORMATION (Page 1)

- a) Your division president's name and phone number(s).
- b) Phone number(s) for all of the association presidents in your division.
- c) Phone number for Amy Burns or Anita Crowther, TVYFL Co-coordinators of youth officials
- d) Optional - It is recommended that you include a list of your association's board members in case a coach needs to call with a problem from a field.

FIRST AID CERTIFICATION (backside of page 1)

Copy of valid cards for two members of team's coaching staff.

"WEIGH-IN GUIDELINES" SHEET (Page 2)

INELIGIBLE PLAYER/BALL CARRIER (backside of page 2)

Place 10 copies inside plastic pocket. (These forms are filled out before each game when teams weigh-in. The weigh master from each team completes their team's form and exchanges it with the opposing team's weigh master.)

TVYFL PLAY PLOTTER SHEETS (PAGE 3)

Inside plastic pocket place 10 copies.

EJECTION INCIDENT REPORT (backside of page 3)

Inside plastic pocket place 5 copies

PLAYER REGISTRATION FORMS/CONTRACTS

Make a copy of the signed original registration form on cardstock so it can be hole punched and easily placed into your team book. (It is easy to do if you have a copy machine that will feed the forms in).

- a) Player cards need to be in order by jersey numbers, small numbers first.
- b) Player's picture, with visible jersey number, must be attached to card. Two pictures are allowed if home and away jerseys have different numbers.
- c) Parent signature, registrar's signature, team and association name must be on card.
- d) Behind each player's hard card needs to be: (please place inside plastic pocket)

-MEDICAL RELEASE FORM filled out and signed by a doctor or certified nurse practitioner. **ONLY TVYFL** form will be accepted. A faxed copy of the original will be accepted.

-WAIVER FORM if applicable

The following items need to be placed in clear plastic protective pockets in order at the back of your team book.

- a) Signed copy of **COACH CONTRACT** for each member of the coaching staff.
- b) Completed test for each coach.
- c) Copy of **TVYFL BYLAWS**
- d) **DIFFERENCES IN GRADE LEVEL RULES OF PLAY 2009**
- e) **TVYFL RULES/POLICIES REMINDERS**
- f) Copy of **CHEER SQUAD PROOF OF INSURANCE**

Associations will trade books to verify. Associations of similar size will be paired to check books. After the associations verify books, they then go to head table for final approval and stamp. When all your books are approved and stamped you may leave. Any pages that need final approval after the verification evening need to be brought to a Division President for final stamp. REMEMBER- Players may be moved to a different team on verification night for various reasons. Make sure players are divided by grade and ability. After verification night please move the medical release and grade verifications to the back of the binder and put in alphabetical order.