

# GCYFL PAPERWORK - HOW TO

This document is used to explain how the Team Roster, Player Agreement and Coach Roster are to be completed. Please adhere to these instructions as the person checking your book will expect to see your paperwork in the format described herein. If your book is not in order, **YOU WILL BE ASKED TO STEP OUT OF LINE TO FIX IT.**

## TEAM ROSTER - HOW TO

This form is to be typed and will be the first page of the team book. It is to be in a clear sheet protector.

This form must be printed in landscape/horizontal format. It is too hard to read for everyone checking paperwork if you print it in a portrait/vertical format.

ORGANIZATION: List the name of the Organization (Loveland, Anderson, Oak Hills, etc.)

POD: List the Pod or Group that the team plays in (Orange, White, Blue, Black). This is not the Division (American, National, United). Organizations with only one team in a grade will leave this blank. If an Organization has multiple teams at any grade level, the POD is to be filled in. Ensure that this is the same as it is on the Player Agreements for this team. Organization Presidents have the pod description.

GRADE: List the grade for this team in the 2021/2022 school year.

HEAD COACH: List the first and last name of the Head Coach. If there are two, pick one.

JERSEY NUMBER: List the players in numerical order according to jersey number with the lowest jersey number first. After the first weigh-in, players will be hand written on the bottom without adjusting the form.

FIRST NAME: List the player's first name as it is on the birth certificate.

LAST NAME: List the player's last name as it is on the birth certificate.

BIRTHDATE: MM/DD/YYYY example: 03/29/2008

SCHOOL DISTRICT: List the public-school district the player resides in, not the school they attend.

## PLAYER AGREEMENT - HOW TO

This form may be typed or legibly handwritten.

NAME: First Name first, Last Name Last

JERSEY #: List the player's actual jersey number, not what the parent wants. This may need to be completed by the Head Coach or Team Administrator after the form is completed but prior to weigh in.

BIRTHDAY: MM/DD/YYYY example: 03/29/2008

AGE: list the player's age as of August 1st

GRADE: list the player's grade for the 2021/2022 school year

ADDRESS: street number and street name of the player's primary residence

CITY: city of primary residence

ZIP: 5 digit zip code of primary residence. Do not include the extension.

The parent/guardian is to print and sign their name and date the signature.

The Head Coach or Team Administrator will add the Organization and Pod. Organization Presidents have the pod description. Ensure that everyone on the team uses the same POD designation.

The Head Coach or Team Administrator will circle whether or not the player is out of district. If a player lives in your district or attends a private or public school in your district, circle *YES*. If the player is a player that does not reside in your district or does not attend a public or private school in your district, circle *NO*. If *NO* is circled, an exemption form must accompany the player's paperwork.

PICTURE: A photo of the player must be attached to the bottom right corner of the agreement. The photo should be a belly to head shot that clearly shows the player's face and their jersey number. The photo should be current but the jersey number could be the player wearing their practice jersey, a jersey from a previous year, they could hold a dry erase board with the number, etc. The jersey number in the picture is to match the jersey number on the player agreement and team roster. NOTE: Pictures taken at dusk or in a shadow, small photos or pictures taken too far away are examples of photos that are unacceptable because the player and number are not usually legible.

Parents must provide the following documents:

**BIRTH CERTIFICATE** The copy must be legible. The entire birth certificate must be copied, not part of it. The player's **name** and **birthdate** are to be **highlighted**.

**REPORT CARD.** This is to be a complete copy with the player's **name** and **grade** they are promoted to **highlighted**. The player's **name**, **grade**, and **school year** must be highlighted. The GCYFL is a grade-based organization. We do not want players playing below their grade. If the player repeats a grade, documentation must be supplied that clearly establishes the player is held back or the player must have a letter on school letterhead stating what grade the player will be in for 2021. The letter is to be an original and not a photo copy. A report card with poor grades is not enough. Players entering 6<sup>th</sup> Grade can only play a second year in 6<sup>th</sup> Grade if they were *not promoted by the school* or if they were playing up the previous year from 5<sup>th</sup> to 6<sup>th</sup> grade. A 6<sup>th</sup> Grade player may not play if they were promoted to 7<sup>th</sup> Grade but their *parent/guardian decided* to have them repeat the grade.

**RESIDENCY** Every player's primary residence is to be in the district or they are to go to a public or private school in the district. Residency is proven when the player attends a school in the district. This is usually easy to determine with a public school report card. If the child attends a private school it may be a little more difficult. Some private schools are more known than others. If the child does not live in the district but is attending a private school in the district, it is best to print out the tax information from the County Auditor for the school and **highlight** the school name and school district. A child who attends a school out of district but lives in the district, may provide proof of residency with a printout from the Auditor's website and, or a utility bill. **Highlight** the appropriate information to make the link from the player to the school district. Other forms of proof may be accepted. Speak to the President of your Organization for clarification. These forms will be waiting for you at your weigh in site.

A player who does not live in the district or go to a school in the district must have an exemption form. The form must be filled out AND have the appropriate documentation with it. It does not matter if they played for the team the year before or not. All exemption forms should have already been submitted to the GCYFL. Any form brought to the weigh-in will be kept.

Each player's paperwork shall be placed in a clear sheet protector in the following order: Player Agreement, Birth Certificate, Grade Level (Report Card), Residency (if needed) and Covid waiver. At check in, the paperwork is to be removed to be presented to the person reviewing the paperwork. After the check in, the items are to be placed into the clear sheet protector. You may add additional paperwork in the clear sheet protector after the Player Agreement has been approved. Each player's paperwork/sheet protector will be placed in the book in numerical order according to jersey number.

## COACH ROSTER - HOW TO

The Coach Roster will be the first page after the last player agreement. It is to be in a clear sheet protector. It may also have the letter from the Organization's President indicating that the coaches have passed an acceptable background check. This page will be followed by a separate sheet protector for each coach which shall include his/her USA Football certificate, Concussion Certificate and Lindsay's Law Acknowledgement. Please ensure the individual sheet protector is in the same order as you listed coaches on the Coach Roster.

**ORGANIZATION:** List the name of the Organization

**POD:** List the Pod or Group that they team plays in. This is not the Division (North, South, East, West) Organizations with only one team in a grade will leave this blank. If an Organization has multiple teams at any grade level, the POD is to be filled in. Ensure that this is the same as it is on the Player Agreements for this team.

**GRADE:** List the grade for this team in the 2021/2022 school year.

**COACH:** The Head Coach is to be listed first. First Name first, Last Name Last