

TVYFL 2018 TEAM BOOKS/VERIFICATION CHECKLIST

TEAM ROSTERS (Front of Binder)

- a) Roster needs to be placed in front of book, inside the plastic view cover.
- b) Player roster needs to be in order of jersey numbers with small numbers first.
- c) Player roster needs to list the grade the player is in.
- d) Head coach 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 and association president must sign the roster
- e) A copy of the roster with signatures needs to be made and turned in at verification night.

1st Open Pocket in Front of the Binder – Emergency Action Plan (info. during emergent situations (EMT, AED, etc.)

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

For Reference, refer to the TVYFL Verification Template Binder

In Front of Page 1 – **ZIPPERED POUCH:** Insert NFHS Rule Book, scissors, 1” tape of contrasting color of any other color on helmets, pen

Page 1A - **TVYFL Address Book**

- Contact information of TVYFL E-Board
- Contact information of all Association Presidents
- Insurance Contact

Page 1B - **TVYFL Address Book**

- Associations Board Roster and Contact

Page 2A - **"WEIGH-IN GUIDELINES" SHEET**

Page 2B – **TVYFL INELIGIBLE PLAYER FORM**

- Place 13 copies inside plastic pocket. (These forms will be filled out before each game when teams weigh-in. The weigh master from each team completes the opponents team’s form so there will be no confusion who keeps what form.)

Page 3A/B

- **A) TVYFL Player Registration/Contract (Best thing to avoid getting the contract getting wet is to cut out a square portion line in the Week’s portion. You will see an example of this).**
 - ✓ Make a copy of the signed original registration form on cardstock so it can be hole-punched and easily placed into your team book.
 - ✓ Player cards need to be in order by jersey numbers, small numbers first.
 - ✓ Player’s picture, with visible jersey number, must be attached to card. Two pictures are allowed if home and away jerseys have different numbers.
 - ✓ Parent signature, registrar’s signature, team and association name must be on card.
 - ✓
- **B) TVYFL Medical Release Form for Tackle Football (Should be placed behind each player’s contract)**
 - ✓ ONLY TVYFL Medical Release Form will be Accepted. A Faxed Copy will be Accepted also.

Page 4A – **TVYFL PLAY PLOTTER SHEETS (10 Sheets)**

Page 4B – **TVYFL Grievance Form**

Page 5 - Signed copy of **COACH CONTRACT** for each member of the coaching staff. ALL COACHES (All Information Must Be Filled Out)

Page 6A – **FIRST AID/CPR CERTIFICATION**

- Two members of team's coaching staff, & Team Safety Coordinator must provide certificate of completion of First Aid w/ CPR course, and all members of team's coaching staff must provide proof of completing a concussion training from a TVYFL approved source.

Page 6B – **Team Safety Coordinator Concussion training certificate**

- USA Football or Brain 101, or Proof of Medical Profession (EMT, Provider, Nurse, PT, PA, etc.)

Page 7A – **USA Heads Up Football Level 1 Certification** for each member of the coaching staff.

- ALL members of the **Team's Coaching** staff must provide proof of completing a concussion training from a TVYFL approved source. The USA Football Level 1 Certification meets the concussion protocol standard.

Page 7B – **Player Proof of Baseline Testing (Certificate/Medical Sign-Off, etc.)**

Page 8A – **PlaySmart Concussion Checklist (Sideline Management)**

Page 8B – **PlaySmart Concussion Documentation**

Page 9A – **Rules Pertaining to Ejections**

Page 9B – **Ejection Incident Report (Should have multiple copies)**

Page 10 – **TVYFL Bylaws (Amended and Restated)**

Page 11 – **New or Changed TVYFL Bylaws for "Year" Coaches**

Page 12 – **TVYFL League 2018 Differences in Grade Level Rules of Play**

Page 13 – **2018 Rules and Policy Reminders**

Page 14 – **Angelini Insurance Agency (ACORD Certificate of Liability Insurance)**

Back of Binder – **Waiver Form if Applicable**

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 of 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 to the back of the binder and put in alphabetical order.