CCYFCL Weigh-ins

The following represent the target dates, guidelines, procedures and logistics for the CCYFCL player weigh-ins and roster certifications pursuant to the Standard Operating Procedures.

Weigh In Overview and Dates

1. Important Dates

    - 2nd Sunday in August – Weigh In/Roster Certification/CCFYCL ID issuance
    - 3rd Sunday in August – Make up Weigh In/Roster Certification Day/CCFYCL ID issuance
    - Wednesday after Opening Weekend – Roster additions prior to game 2
    - Last Wednesday in September – Red Stripe re-categorization prior to game 6

2. Rosters will utilize the CCYFCL roster template available on the web site.

3. All organizations must submit their rosters via email no later than Noon the Wednesday prior to the 1st Weigh-ins. Rosters will be emailed to CCFL Scores.

    a. Additional names will be eligible to be added to rosters up until noon the Saturday prior to the final weigh-in for $25 a roster and then the player must weigh in at that final weigh-in to be eligible for the first game. Names added after that will only be eligible to be added after game 1.

    b. Rosters will be loaded onto appropriate weigh-in site's laptop.

    c. A print out of the submitted roster will be created for organizational/administrative use at the weigh-ins.

4. All organizations will provide 2 volunteers to assist on weigh in days. They will assist at the direction of the weigh-in officials at each location (crowd control needs, etc.)

5. IDs: We will issue IDs for anyone needing a CCYFCL ID.

    a. Those needing an ID must come to the weigh in location prior to their assigned time in order to have an ID made. Only parents/legal guardians and/or team representative are eligible to obtain an ID for a player.

    b. IDs will cost $35 and will be good for two seasons.

    c. The parent/guardian or team representative will need to bring a 1" X 1" head shot photo of the child and documentation from a government body that confirms the player's identity and birthdate. In order to prove birthday, players should have a raised birth certificate, passport, or similar government issued ID.

    d. The CCYFCL Executive Board and/or Rules Committee members running the weigh-ins reserve the right to determine the validity of documentation required to obtain a CCYFCL ID.

For example, some special circumstances come into play with foreign born players, adoptions, etc.

6. Weigh-ins will be conducted on site and segregated into areas by program. There will also be at least one pre-weigh scale in the staging area.

Weigh In Guidelines

1. Weigh in day will be the 2nd Sunday in August.

   a. Each organization will be assigned an allotted block of time to weigh-in. All teams in each age group will be weighed in during the organization's designated time period.

   b. The weigh-in location will accommodate players coming outside of their scheduled time. However, the player will have to wait for an opening in the scale time and give priority to the teams that are currently scheduled.

   c. The site will feature a 'pre-weigh-in area' in a separate location away from the official weigh-in area. Pre-weigh-in areas will have at least one digital scale that will allow coaches to 'pre-weigh' players, if they elect to do so.

2. Make up weigh-in day will be the 3rd Sunday in August.

   a. Each organization will be assigned an allotted block of time to weigh-in. All teams in each age group will be weighed in during the organization's designated time period. Weigh-in and roster certification procedures apply to the make-up weigh-in date too.

   b. The make-up location will feature a 'pre-weigh in area' in a separate location away from the official weigh-in area.

3. Error correction day will be the Wednesday prior to opening games. There will only be one location for error correction day. This is not an advertised weigh-in day and is being reserved by the Rules Committee to account for any unforeseen circumstances that may arise.

   a. Officiating at the make-up session will be at least 2 members of the rules committee.

   b. There will <u>not</u> be an allotted block of time for each organization on error correction day. Weigh-in procedures and subsequent roster certification procedures apply to the error correction date too.

4. Roster addition day will be the Wednesday after opening games. There will only be one location for the roster addition day.

   a. Officiating at the make-up session will be at least 2 members of the rules committee.

   b. There will <u>not</u> be an allotted block of time for each organization on roster addition day. However, in circumstances where a team has more than one player to be weighed-in on this

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day, organizations are to be encouraged to have these players attend together, if possible. Weigh-in and roster certification procedures apply to this date too.

5.	Red Stripe Recertification day will be the last Wednesday in September. There will only be one location for the Red Stripe Recertification day. Players that elected to not move up an age group after missing weight during the August weigh-in may also attempt to make weight during this time. If the player does not make weight at the last Wednesday in September weigh-in, they will be ineligible for the remainder of the season.

   a.	Officiating at the make-up session will be at least 2 members of the rules committee.

   b.	There will <u>not</u> be an allotted block of time for each organization on Red Stripe Recertification day. However, in circumstances where a team has more than one player to be weighed-in on this day, organizations are to be encouraged to have these players attend together, if possible. Weigh-in and roster certification procedures apply to this date too.

   c.	The make-up location will feature a 'pre-weigh in area' in a separate location away from the official weigh-in area.

6.	Playoff weigh-in day will be at the first playoff game. Playoff weigh ins will be at the site of home playoff game.

   a.	Playoff weigh-ins will be performed with football pants, girdle pads, cups, knee pads, cleats, socks, and a shirt. Shoulder pads, gloves, arm pads, wrist coaches, etc. do not have to be worn.

   b.	Weights for the playoff weigh-in are according to the SOP.

   c.	All other weigh-in procedures will be identical with access to pre-weighs, area separated from parents, weigh-in by team and done in conjunction with the normal ID check for that game.

<u>**Weigh in Procedures**</u>

1.	Teams will be weighed in together. Each team will be chaperoned by no more than two adults. The two adults in attendance must be listed on the team roster. No other individuals are allowed in the official weigh-in area.

2.	Teams will line players up by alphabetical order, and by category (same order as the submitted roster).

3.	Players must wear, at a minimum, the following items in order to step onto the scale: T-shirt with sleeves, shorts and socks. All clothing items must be unaltered (no shirts with sleeves cuts off, for example).

4.	One of the chaperoning adults will provide the following items to the weigh-in officials at the designated team weigh-in start time.

- All player IDs, in alphabetical order (Note: A receipt showing the pending arrival of a state ID in the mail is acceptable. However, that ID must be presented at the first game.)
- Current hard copies of certifications for concussion and heat illness prevention for each coach and team administrator listed on the roster.
- Current hard copies of Coaches Code of Conduct, signed, for each coach and team administrator listed on the roster.
- Current hard copies of a USA Football Tackle Certification for no fewer than 2 coaches on the roster; one of which must be the head coach.

Absence of a player ID means that the player cannot participate in weigh-in activities. Absence of any of the coaching items means that the individual must come off the roster immediately. Documentation can be submitted for roster recertification.

5. Prior to stepping onto the scale, the player will announce his/her name and birthday. The official manning the scale and IDs will cross reference the information with the ID card. The weigh in official manning the computer will have the team roster open at the time of weigh in. The official will verify that the spelling and birth date is correct on the roster. Any typos or other minor corrections will be fixed immediately by the weigh in official manning the computer (this may require some guidance/confirmation from one of the team chaperones).

6. The player will step onto the scale at the direction of the official manning the scale and IDs. Once the player steps onto the scale, the recorded weight will be official. If the player is over the weight limit, the player has an opportunity to attempt to make weight that day as long as the player is not more than one (1) lb. over the weight limit. There is no limit on the number of times a player can weigh in however, once the weigh-in site closes for the day the player must either make weight or be deemed to have missed the weight. If a player misses weight, the player must do one of the following.

- Be moved to another team for which the player is eligible based on weight
- Remain rostered (but not eligible to play) and attempt to make weight at the mid-season Red Stripe recertification.
- Players missing weight on the first August date may not come back and attempt to make weight on second August date.

7. Each player's official weight will be immediately recorded by the official manning the computer. Weights will be categorized via a colored cell on the spreadsheet in the following way:

- Names in the white cell area indicate a 'Regular' player for that age category
- Names in the blue cell area indicate an 'OBL' player for that age category
- Yellow cells indicate an error condition for that player that needs to be rectified before the roster can be validated.

8. At the end of team weigh in activities, the team chaperones have the option of certifying the roster immediately if the following conditions are true:

- If all players on the roster have weighed in
- No yellow cells indicate an error condition for a player
- All requisite documentation for coaches and team administrators on the roster have been presented
- The weigh in officials see no other error condition preventing roster certification

Rosters can also be certified on August 23 at the make-up weigh in if the conditions above are true. All rosters must be certified no later than August 25 (see next section for details).

Logistics & Resources Needed for Weigh In and Roster Creation/Certification

1. The following resources are required.

- Location TBD on the 2nd Sunday of August, for approximately 8 hours
  - 5 scales
  - 4 tables and chairs
  - 4 computers with Microsoft Excel applications
  - 2 memory sticks
  - Internet connectivity for 1 computer
  - 1 printer with paper
  - 1 Laminating machine
  - 50 Laminating sheets
  - CCYFCL Stamp

- Location in Sykesville (or alternate location) on the 3rd Sunday in August for approximately 8 hours
  - 3 scales
  - 2 tables and chairs
  - 2 computers with Microsoft Excel applications
  - 2 memory sticks
  - Internet connectivity for 1 computer
  - 1 printer with paper
  - 1 Laminating machine
  - 50 Laminating sheets
  - CCYFCL Stamp
- Location in Sykesville (or alternate location) on Wednesday prior to opening games for a minimum of 2 hours
  - 1 scale
  - 2 tables and chairs
  - 2 computers with Microsoft Excel applications
  - 2 memory sticks
  - Internet connectivity for 1 computer

- 1 printer with paper
- 1 Laminating machine
- 10 Laminating sheets
- CCYFCL Stamp
- Location in Sykesville (or alternate location) on the Wednesday after opening games for a minimum of 2 hours
  - 1 scale
  - 2 tables and chairs
  - 2 computers with Microsoft Excel applications
  - 2 memory sticks
  - Internet connectivity for 1 computer
  - 1 printer with paper
  - 1 Laminating machine
  - 50 Laminating sheets
  - CCYFCL Stamp
- Location in Sykesville (or alternate location) on the last Wednesday in September for a minimum of 2 hours
  - 1 scale
  - 2 tables and chairs
  - 2 computers with Microsoft Excel applications
  - 2 memory sticks
  - Internet connectivity for 1 computer
  - 1 printer with paper
  - 1 Laminating machine
  - 10 Laminating sheets
  - CCYFCL Stamp