

Roster Completion Guidelines

Downloading, Completing and Submitting your Roster to the League

1. Downloading the electronic roster form:
 - a. Access Website: CCYFCL.org
 - b. Click on the “Football” tab
 - c. Click “20xx Football Roster”
 - d. Save File to your Computer as an Excel Workbook
2. Open File on your Computer and select the Program Information from the drop downs:
 - a. Program and Team Information

Program	Age Group	Colors	Team Name
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 - b. Coaches Information (Last, First) and Contact Information
Only Coaches and Admins need to be listed. Anyone under the age of 18 should be listed as a Trainer regardless of role. Photographers and Videographers are not allowed on the field and would therefore not be listed.
 - c. Player Information (alphabetical) Last Name, First Name, and Date of Birth in MM/DD/YYYY format
3. Name File: Program_Team_Year
 - a. Example: Hampstead_8U_2018
 - b. Save the completed file to your computer
4. All Rosters should be emailed to your program representative for review. That program representative will email **ALL** program rosters in one email to CCFLscores@gmail.com by the communicated due date.

Roster Certification Procedures:

1. Make sure to proofread your rosters before sending. Any typos or misspellings in a player’s name or date of birth will result in added time to fix the issue.
2. Have everything organized and ready to hand over to the certification official as soon as you approach the table. If there is an issue with a coach or player not having the necessary documentation, let them know at the beginning.
3. All player IDs should be present and placed in order of how players appear on the roster. (alphabetical and then OBL’s)
 - a. Only MVA ID’s, Military ID’s or CCYFCL ID’s that are not expired by August 2 of the current year, are valid. Passports will not be accepted.
 - b. MVA ID receipts will be accepted at roster certification, but not at games. You will need the actual ID in hand to play in a game.

4. Make sure that all Coaches and Team Admins have all their necessary paperwork completed.

- a. **Head Coaches & 1 Assistant Coach over 18** must provide:
 - i. a printed copy of the current year [USA Youth Football Certificate](#) (NO Admins or Trainers)
 - ii. a signed copy of the [CCYFCL Coaches Code of Conduct](#), which can be found on the website under the "Forms and Documents" tab.
- b. **The remaining Assistant Coaches & Admins 18 and over** must provide:
 - i. a printed copy of their current year [Concussion in Sports Certification](#),
 - ii. a printed copy of their current year [Heat Illness Prevention Certificate](#)
 - iii. a signed copy of the [CCYFCL Coaches Code of Conduct](#), which can be found on the website under the "Football" tab.
- c. **Any Trainers under the age of 18 must provide:**
 - i. a signed copy of the [CCYFCL Coaches Code of Conduct](#), which can be found on the website under the "Football" tab.

All certifications should be together by coach/admin in roster order, not by type of certification.

I.e.: Head Coach – all his/her certifications; Assistant Coach A - all his/her certifications; then Assistant Coach B - all his/her certifications; and so on.

Roster Certification Guidelines

1. Once all information has been entered, including player weights, rosters will be verified by the certification official. The certification official will be verifying completed and matching roster information with ID's, and trainings by coaches/admins. In order to verify the roster, you must bring with you:
 - a. All completed coaches/admin trainings
 - b. All player IDs
2. Rosters will be printed from the roster certification computer and stamped with a league marking, designating it a final and officially recognized roster. Electronic copies of all certified rosters will be given to CCYFCL Board Members for archival.
3. Stamped roster print outs will be laminated and given to the team chaperone. This is the official roster to be used at game day check-ins.
4. On or about the Wednesday prior to the first game, the CCYFCL will address any special circumstances regarding rosters that are brought to its attention before Game 1. The only topic not eligible to be addressed on this date is adding new players to the roster. Any new players added after the original August roster submission date cannot be added until the roster re-certification session, after the first game.
5. On or about the last Wed. in August, the CCYFCL will have its make-up Re-certification Day.
 - a. New Players and coaches will be eligible to be added to the roster on this day.
 - b. Players and coaches will be subject to the same weigh in, identification and roster certification guidelines as illustrated previously in this document.
 - c. Cost is \$25 per change or addition.
6. On or about the 5th Wednesday of the season, the CCYFCL will have its Red Stripe re-categorization and final, official roster Recertification Day.

- a. Weigh-in procedures continue to apply on this day.
- b. Players changing from Red Stripe to 'regular' status will necessitate a roster change and re-certification.
- c. There is no charge for a roster recertification caused by a Red Stripe status change.

7. On the first day of Playoffs, the CCYFCL will conduct its playoff weigh in.

- a. Weigh-in procedures continue to apply on this day.
- b. New rosters will be created only if there is a change in a player's status making him ineligible for the playoffs.
- c. There is no charge for a playoff roster recertification.