

How to Put Your Roster Book Together  
Revised 3

Association = You (ie: Ormond, Merritt Island)  
League/Conference = East Coast Conference

1. Copy of all Badges:
  - 1A. Copy of Training Certificates
    - a. USA Football Certificate – Head Coach
    - b. Cheer: Head coach, asst coaches, student demo/jr. coaches, coordinator and team mom.
  2. Emergency Plan:
    - a. copy of First Aid/CPR Certificate on reverse side
    - b. Must be COMPLETED for all books
  3. Official Team Roster
    - a. Make sure you include the Cheer Coordinators name on all rosters under Team Manager (this will be counted as one spot of your 10)
    - b. Make sure to include your team mom if you want her to help at competition or on the field
    - c. There is a MAX. Of (4) asst coaches per squad ages 18 and older.
      - i. One is needed for every 12 girls on the roster
    - d. There is a max of (4) Jr Coaches/Student Demo per squad combined – not to exceed the max of 3 Jr. Coaches per squad.
      - i. Student Demo
        1. 15 years old ONLY
        2. They MUST be a min. of two years older than the oldest girl on the squad.
      - ii. Jr. Coaches
        1. 16 or 17 years old ONLY
        2. Need to be two years older than the oldest girls on the squad.
          - a. IMPORTANT NOTE:
            - i. Both Student Demo/Jr. Coaches must have a min of two years cheer experience.
            - ii. Proper placement on the roster:
              1. Do NOT list the Jr. Coaches/ Student Demo on the first sheet of your roster; they MUST be listed on the Coach Trainee/ Student Demonstrator Roster ONLY.
      - e. There is a **MAX of 10 adults per squad INCLUDING** the Cheer Coordinator.
      - f. How to list players on rosters:
        - i. Cheerleaders listed in alpha order on the roster; including older lighters.

- ii. Football players listed by jersey number – Older Lighters **FIRST**
      - g. Signature of team official – would be Cheer Coordinator or Football Commissioners
      - h. Signature of League Official – would be East Coast Conference.
  - 4. Player Info
    - a. Each Cheerleader will have a min of three sleeves.
    - b. **1<sup>st</sup> Sleeve**
      - i. Front of Hard Card
        1. All boxes **MUST** be completed
          - a. – if you do not have the info mark the opening with a n/a or a line
        2. Association would be you – Ex: Palm Bay
        3. Conference would be East Coast Conference
        4. Signature of Certifying Official :  
Association Cheer Coordinator / Commissioner ,which ever if applicable, will initial and date here and then East Coast Conference will sign and date in the same box.
        5. Picture
          - a. Cut the picture to fit area
          - b. Secure picture on the hard card with tape or glue
          - c. With your association stamp – Stamp the picture placing the stamp half on the picture and half on the card to the left of the picture. ECC will than stamp their stamp.
        6. **HIGHLIGHT the child's name and Date of birth**
        7. Cut the plastic that covers the game boxes area only & remove it, leaving sides of pages to keep contents secure. This also will make game day stamping easier.
      - ii. Back of Hard Card –Birth Certificate
        1. Attach copy of birth certificate so that you can see the name and date of birth without having to take it out of the sleeve.
        2. **HIGHLIGHT name and date of birth.**
          - a. Make sure Name and date of birth match what is on the roster
          - b. With your association stamp – stamp the birth certificate verifying you have seen the original and this is a copy of that original birth certificate. ECC will not stamp conference stamp if association stamp is missing.
    - c. **2<sup>nd</sup> Sleeve**
      - i. Medical Release front and back
        1. The **ONLY** medical form that will be accepted this year is the National Medical Form. A copy of the form is on the National Pop Warner site under forms
        2. **ALL LINES MUST BE COMPLETED**

3. Physicals MUST be ORIGINALS NO PHOTO COPIES will be accepted
  - a. HIGHLIGHT: Make sure date of physical matches date signed by physician, or that the Physical “performed date” is written on w/ the date the doctor signed the physical both these dates should be highlighted
  - b. All dates should be January 1, 2010 or later
4. HIGHLIGHT name of participant front and back, birth date, parents signature, physicians signature and date, Dr. stamp if used, and if there is a performed date

d. 3<sup>rd</sup> Sleeve

i. Participant/Player Contract

1. A copy of this form can be found on the National Pop Warner site or ECC website under forms
2. This is a three page form: place in sleeve with signature page showing in the back, rules etc in between that and front page. Front Page front of the sleeve.

3. HIGHLIGHT

- a. Front side – participants name, birth date, & parent/guardian.
- b. Back side – participants name, signature of parent and date

e. 4<sup>th</sup> Sleeve Report Card – big changes... consult the Scholastic Rep for your association!!

1. You will need two copies of the report card.
  - a. One for the book
  - b. One to give to the scholastic person
2. Scholastics Rep for your association has a stamp for the hard card / ECC Scholastics Director has an add'l stamp for the sleeve.

ii. Progress Report

1. If participant needs

f. 5<sup>th</sup> sleeve

i. Waivers

**Special Notes:**

- All Jr. Coaches/Student Demonstrators need all of the above items. Place their info alpha in the front of your cheerleaders.
- Remember this book goes everywhere the squad/team goes.
- The head coach of every squad is responsible to keep this book and present it to the opposing team at all games for check in.
  - Book check at games:
    - Cheer: Arrive at book check 30 minutes before the start of the game.

- You will use the home teams stamp ONLY – for both books
- The head coach or coordinator of the home team will check your book and then the head coach/coordinator will check the home teams book.
- If the opposing team does NOT have a cheer squad the weigh master or cheer coordinator is responsible to check your book.
- At **NO** time shall you check your own book.

If you have any questions please email:

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Lisa Costa @ [lac221@cfl.rr.com](mailto:lac221@cfl.rr.com) for cheer related issues

Your Conference Officials for FOOTBALL related issues.