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 "Forms Documents" tab
    c. Click "Football Roster Template"
    d. Save File to your Computer

2. Open File on your Computer and enter:

    a. Program and Team Information

Program	Colors	Team Name	Age Groups
Arbutus	Red & Gold	Golden Eagles	Pitbull
Clarksburg	Navy Blue	Coyotes	7U
Children of Hope	unknown	unknown	8U
Damascus	Green & White	Cougars	9U
Frederick	Yellow & Black	Steelers	10U
Hampstead	Purple & Black	Ravens	11U
North Carroll	Blue & Gold	Titans	12U
Olney	White/Red/Yellow	Bears	13U
Reisterstown	Red & Blue	Mustangs	
Sykesville	Silver & Black	Raiders	
Westminster	Green & Yellow	Wildcats	
Winfield	Yellow & Black	Cavaliers	

    b. Coaches Information (Last, First) and Contact Information
       Only Coaches and Admins need to be listed. 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
    d. **(Be careful and watch for typos!)**

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 no later
   than noon on Wednesday, August 8.

Roster Certification Procedures:

1. Make sure that all Coaches and Team Admins have all their necessary paperwork completed and
   in roster order.

    a. **Coaches & Admins over 18** must provide:
       i. a printed copy of their 2018 Concussion in Sports Certification,

ii. a printed copy of their 2018 Heat Illness Prevention Certificate
iii. a signed copy of the CCYFCL Coaches Code of Conduct, which can be found on the website under the "Forms and Documents" tab.
iv. a printed copy of their 2018 USA Football Certificate (Head Coach & 1 Assistant Coach)

2. Make sure that you have all player ID's, and they are 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 1st, 2018 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.

3. 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.

4. 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.

Roster Certification Guidelines

1. Rosters deemed correct and final by the weigh-in officials will be transferred from the weigh-in computer to the roster certification computer. The filename will indicate the contents like the example below:
                North Carroll_8U_Cert Roster Aug 16
Electronic copies of all certified rosters will be given to CCYCFL Board Members for archival.

2. Rosters will be printed from the roster certification computer and stamped with a league marking, designating it a final and officially recognized roster.

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 August 22nd, 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 8th roster submission date cannot be added until August 29.

5. On August 29, the CCYFCL will have its make-up Recertification 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 September 26, 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.