

# The Contract Book



The TEAM CONTRACT BOOK is an essential book of player and cheerleader documents which provide the opportunity for participation in the OCJAAF Program. The Head Coach has complete responsibility to ensure all forms and documents are provided per the instructions and the policies of the OCJAAF Conference Player Agent. The following shall indicate the composition of the CONTRACT BOOK and other as it applies to player/cheerleader contracts.

## THE CONTENTS OF THE OCJAAF CONTRACT BOOK MUST BE MAINTAINED IN THE FOLLOWING ORDER

- Football Contract Book:** Player Picture ID Pages, all pages must be red stamped “verified” by OCJAAF.
- Certified Roster Copies (provide one each):**
  - Football Contract Book: 401-C (Certified Roster) and 401-G (Game Day Roster)
  - Cheerleader / Mascot Contract Book: 404 (Certified Roster) and 404-C (Competition & Courtesy Roster)
  - Cheerleader Contract Book: 403 (Certified Roster) and 403-C (Competition & Courtesy Roster)
- Player Declaration Sheet**
- Attendance Sheets**
- Insurance Certificates, Field Permits, Incident Reporting Forms, Copy of Head Coach First-Aid/CPR, Communicable Disease Sheet (Signed by Head Coach) and CDC Concussion Reference Sheet.**
- Head Coach & Other Staff Agreements:** Head Coach Agreement, OCJAAF Staff Code of Conduct (signed by all rostered staff), Certificate of Completion\*: USA Football/Heads Up Online Certification (Head Coach and all Assistant Coaches)  
*\*Replacing CDC Concussion Training.*
- Player / Cheerleader Contract Sleeves.** Filed in “roster order” and remember to include the signed Parent Adult Code of Conduct Form on the back of each contract.

### ABOUT THE TEAM CONTRACT BOOK

1. Must remain on the field with the team at all times during practices, games or other authorized events/activities.
2. Rosters must be kept current and certified by OCJAAF in order to be eligible for participation in game day activity.
3. You must provide a yellow copy of all pre-certified Player/Cheerleader Contracts that must go to the OCJAAF Player Agent.
4. You must provide a back-up copy of each player contract sleeve, also referred to as the PINK BOOK, and also copied on pink paper.

