

Team Books Policy



Overview To define the requirements of each team's "Team Book".

Policy All Team Managers will carefully manage their teams' book to ensure all team information is organized and readily available.

Policy Guidelines

- Book Preparation**
- A minimum of 2 meetings for Team Managers will be scheduled for book preparation.
 - The first meeting will be a mechanism for PFJT&C to provide a Team Book shell (binder, tabs, and sheet protectors) to each Team Manager with guidance on how to complete the Team Book.
 - The second meeting will be to review all Team Books for completeness.
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Requirements Team Book MUST be at all of the team practices and games.

Team Book will include the following (in order):

1. Binder Cover with Team Name, Grade, List of Approved Coaching Staff and Team Manager(s) (names and contact information).
 2. Team Roster – to be provided by PFJT&C
 3. Coaching Staff information – USA certificates (each coach) and CPR Certificates (minimum of 2 coaches)
 4. Code of Conduct (Policy 005) and Agreement Form
 5. Game Schedule / Optional Practice Schedule
 6. Player Attendance Log (blank and completed)
 7. MPR forms (blank and completed) – If coaching staff have criteria in addition to the PFJT&C MPR Policy 001 or 004 (for team grade level) for defining what an "eligible" player is, include it here.
 8. Injury Report Forms (blank and completed)
 9. Player Information (alphabetical)
 - a. Player Card / Contract
 - b. Physical Form
 - c. Report Card – complete report card from the previous school year.
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End of Season At the close of each season, Team Book MUST be turned into the PFJT&C Board.

Policy No. 002
Issue No. 2
Date 7/19/18

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**Associated Policies,
Procedures, and
Forms**

[Player Attendance Log](#)
[Policy 001 – Mandatory Play Rule Policy \(5-8th Grade\)](#)
[Policy 004 – Mandatory Play Rule Policy \(3-4th Grade\)](#)
[Policy 005 – Code of Conduct](#)
[Mandatory Play Form 5-8th Grade](#)
Mandatory Play Form 3-4th Grade (to be developed)
[Code of Conduct Team Agreement Form](#)
[Injury Report Form](#)
[Player Contract and Waiver](#)
[Physical Form](#)

**Approving
Authority**

PFJT&C Board

Responsible Party

Team Level – Team Managers Coordinator, Team Managers
Organization Level – PFJT&C Board