The Road to Certification

2019

Hill Country Pop Warner

Working together to get your team certified
The Road to Certification

We will be covering:
– Binder Order & player paperwork requirements
– How to build a player card
– Certification
– Affinity/Affinity Updates

This training will show you what paperwork to collect and what it should look like.
HCPW 2019
Critical Dates

- **Certification Day:** Saturday, August 17th (8:00AM-4:00PM)
  Sycamore Springs Middle School
  14451 Sawyer Ranch Road
  Austin, TX 78737

- **Make up Certification:** Saturday, August 24th (time TBD)
  Four Points Middle School
  9700 McNeil Drive
  Austin, TX 78750

  Second location TBD

- **First Games:** Saturday, August 31st
- **Little Scholars/All American forms due:** September 1st
There will be two binders required this season.

Binder 1) Certification Binder
Binder 2) Game Day Binder

Both Binders need to be brought to every game

All 2019 forms needed for each participant are available at
www.hillcountrypopwarner.com in the Resources/Forms section
Certification Binder

Binder 1 Order – CHEER and FOOTBALL

• Bring Player ID Cards separately (not in the binder) in alpha order for certification

• Binder Cover Sheet will go on the front cover of the binder
  – Association Name, Team Name, Head Coach Name, Coach Cell Phone number

• Affinity Certification Roster

• Player Files - Each Player will have a divider with their name on it placed in the Binder in **alphabetical order by last name**. Each document should be placed in a sheet protector.
  - Certified Copy of Proof of age – **MUST BE A NEW COPY**
  - Physical Fitness & Medical History (front & back page placed back to back in the sheet protector)
  - Participant Contract & Parental Consent Form (front & back page placed back to back in the sheet protector)
  - Proof of Scholastic Fitness (Report Card or other)

*In the back section of the Certification Binder:*
• Valid Certificates of all Rostered Coaches (YCADA for cheer/USA Football Youth Tackle for football)
• Head Coach Declaration checklist (cheer only)
• Skills Progression Sheet (cheer only)
Binder 2....Game Day Binder

• **TO BE COMPLETED AFTER CERTIFICATION**
  • This Binder is **required** this season and needs to be kept with Binder 1 and both Binders brought to every game
  • Football player cards in jersey order/Cheer in alpha order
  • MPR form after each game is played
    – Please keep these in game day order
  • Absentee forms that have been signed but not dated by the parents for use should the need arise
    – Once an Absentee form has been used by a participant, it needs to be placed in the back of the Certification Binder (Binder 1)
  • Blank Injury Report Forms should the need arise
Proof of Age

• The following documents **can** be used for Proof of player age:
  – Birth Certificate (copy)
  – Authentic Passport
  – Original Military ID

  – MUST have League stamp AND must be signed and dated by League Administrator to be valid.
  – **The region has stated that copies from previous years may NOT be used this season.**
  – Foreign Birth Certificates must have a notarized translation document to go with it.
2019 Physical Fitness & Medical History Form

- **All** Fields Must be Complete

- Information on here must match the Affinity Roster, Player Card and name and birthdate on Birth Certificate

- If any of the Insurance Numbers are SSN, use just the last 4 digits

- Military insurance doesn’t use ID numbers so just put the phone number in that section

- Under the Section of Participant Medical History – please make sure each one is circled. If any are answered “Yes” – please enter Question # and Explanation

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**Section D: Physical Fitness & Medical History Form**

**Participant Medical History**

1. Are you allergic to any medications? Yes
2. Are you currently under the care of a medical practitioner? Yes
3. Is the participant currently taking any medications? Yes
4. Does the participant have any allergies (pet dander, food, etc.)? Yes
5. Does the participant have any other medical conditions? Yes
6. Have you had a physical examination within the past 12 months? Yes
7. Does the participant currently require medication? Yes
8. Has the participant had any surgeries within the past 12 months? Yes
9. Does the participant use any medical equipment or devices? Yes
10. Does the participant have any other medical conditions? Yes

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**By signature:**

I hereby certify that this information is accurate to the best of my knowledge. I understand that this medical authorization may be valid for the event of injury, illness or accident and my child may not be cleared for participation or such event. Furthermore, I hereby acknowledge that it is my responsibility to inform my child’s coach or organizer of any change in the medical condition of my child. I also understand that it’s my responsibility to obtain written permission from my child’s physician on an official medical statement in order to seek permission for my child to renew participation after any event of injury, illness or accident.

**Signature:** John Miller
**Relationship to Participant:** Dad
**Dated:** 7-2-2018

1/5/2018 PWLS, INC.
2019 Physical Fitness & Medical History Form

• The 2nd Page must be completed by one of the following Medical Professionals
  – MD, DO, DC, PA, NP or APNP
  – RNs are NOT acceptable in Texas, unless they are a Registered Nurse Practitioner

• Height, Weight and Blood Pressure must have numbers listed.

• Form MUST be dated AFTER January 1, 2019

• Faxed copies are accepted (including a faxed signature)

• A different physical form (page 2) may be used, but please make sure:
  – A completed page 1 is included
  – The same criteria/check points are given and of course has doctor signature certifying the child is physically able to participate.
  – Doctor contact information is listed
2019 Participant Contract

• All Fields (except for the “Pop Warner Official Use Only” Box) must be completed

• Information must match the Affinity Roster, Birth Certificate, and Player Card

• Grade level is the grade the player is entering in the fall of 2019.

• Emergency contact can’t be the same as the parent listed on the form.
  • The other parent CAN be an emergency contact.
  • Please make sure the emergency contact lives in the area.

GPA is determined by the GPA Conversion Spreadsheet.

You can use whiteout to correct any mistakes or GPA entries by the parent.
Put the participant’s first and last name at the top of the page.
2018-2019 Scholastic Report Card

- Student Name must be on report card
- Must be complete academic year with grades in
- If student has moved, must have all report cards
  - Parents will need to go back to your child’s old school to obtain that report card
  - This proves Scholastic Fitness Requirement of 2.0/70% per Pop Warner Rules
  - If requirement is NOT met, the Scholastic Eligibility Form must be completed
  - Home schooled students must complete the Home School Eligibility Form
  - Pre-K players who do not have a report card will NOT need to complete the Pre-K Eligibility form.
MPR Form

- MPR form to be printed from Affinity after October 1st (when rosters are locked); until then, use the HCPW MPR form
- Does not apply to Cheer or Rookie Tackle/TM football
- Provide 3 copies of your roster at each game; (2 MPR volunteers and 1 announcer)
- You will have 2 MPR volunteers on the field documenting the number of plays each player participates in for both teams
- Once the minimum number of plays is reached, you can stop counting plays.
- The Team Names, date of game, and score are all written on the form.
- Both coaches sign the forms at the end of the game. Each team keeps their completed MPR form.
- After the game is over, you will place the MPR form in game day order in Binder 2.
The 2019 HCPW Pop Warner MPR Form can be found on the Forms/Resources page at www.hillcountrypopwarner.com

Use Official Affinity MPR form after October 1st (or when roster is locked)
**Absentee Form**

**Time Saver Tip!**

Have the parents sign a form but do not date it. You can use these in the event that a player is sick, injured or out of town.

These can be kept in the Game Day Binder (Binder 2) for safe keeping. Once it has been used, please move it to the back of the Certification Binder each in their own sleeve.
Injury Report Form

It’s a good idea to keep copies of this form in the Game Day Binder (Binder 2) should the need arise.
Questions?
Binder Order / Documents

Next up:
Using the Little Scholars GPA Conversion worksheet and Little Scholars Master Spreadsheet.
The following Scholastic Forms can be found on the HCPW website under the Forms/Resources section:

- 2019 GPA Conversion Chart
- 2019 GPA Conversion Worksheet

Scholastic Eligibility Forms
- 2019 Pre K Eligibility Form (TM’s in Pre-School or entering Kinder w/no RC)
- 2019 Home School Form
- 2019 Scholastic Eligibility Form
- 2019 Academic Eligibility Form

www.hillcountrypopwarner.com
**Year** – The report card must be for the 2018/2019 Academic year

Make sure all 4 grading periods are complete.
## GPA Grading Conversion Chart

### 2018 GRADING CONVERSION CHART

<table>
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<th>2 Point</th>
<th>3 Point</th>
<th>4 Point</th>
<th>5 Point</th>
<th>6 Point</th>
<th>7 Point</th>
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<td>S Check + 100</td>
<td>EP Excel O 100</td>
<td>A 100</td>
<td>6 100</td>
<td>E+ 100</td>
<td>A+ 100</td>
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<td>B 89</td>
<td>5 93</td>
<td>E 96</td>
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</tbody>
</table>

### Use this chart to easily determine the Tab that you should use for the GPA Calculation Worksheet.

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### 2018 All-American Form Checklist / Guidelines

1. An All-American candidate must be a current active participant in the calendar year.
2. All required information is completely filled out correctly. Applicants name must match the name used on the Pop Warner Roster (no nicknames, etc.)
3. All-American Addendum Form is filled out and submitted with All-American application (must be filled out to be considered for All-American Status)
4. Both PARTICIPANT and PARENT have signed the All-American Application at the bottom of the form
5. Participant’s COMPLETE 2017-2018 report card is included with the form
6. ALL FORMS MUST BE SUBMITTED TO YOUR LOCAL ORGANIZATION. Forms sent directly to the National Office will not be considered. Please contact your local organization for deadlines and your local scholastic contact.
This is the GPA Calculation Workbook. It has many tabs:

1) GPA – this is where you will enter the following information:
   1) Participant Name
   2) Conference – Hill Country Pop Warner
   3) Association
   4) Team Name
   5) Current Grade – the grade the child will be in this fall

   Do not enter in ALL CAPS – this will not pass. Regional has been very clear on this.

   STOP! That is it... don’t enter anything else on this page. It will be auto filled by the other tabs.

2) PUB%/13PT1, etc – these are the tabs that you will use to enter the grades.
Many report cards have 2 courses for Language Arts (LA & Reading) and Science (Sci & Health) – you will need to enter the title of each course.

Do Not highlight your sheet – this was done for instructional purposes only.

The information at the top is auto filled by what you completed on the GPA page.

This is the 13PT1 tab. Most regular report cards with letter grades use this tab.

Enter the grade for each reporting period on the report card under the appropriate Course Name.
Notice the GPA’s autofill based on what you entered.

If a reporting period doesn’t have a grade in it, just leave that grade period blank.

Scroll down to view the lower portion of the page where you will enter the name of the course and grades for: **Humanities** – Art, Music, Religion

Grades for PE/Athletics and elective courses are not included in the GPA calculation.

Notice the GPA’s – These will autofill as you enter the grades to the GPA Tab.
- You will see 2 GPA’s.
- Use the “GPA ELIGIBILITY” as the GPA listed on the Affinity roster, Player Card and the player participation form.
- If a player’s GPA is lower than 70% a Scholastic Eligibility Form will need to be completed.
- The GPA All-American - This is the GPA used on the All American Application.
- If the “GPA All-American” is in RED and says Non Eligible next to a GPA that is a 96 or higher – it’s because the player is in 4th grade or lower.
- Only participants in 5th grade and above can be All Americans.

REQUIRED - Save each player’s individual GPA workbook in your associations Drop Box folder that was shared with you by Annie Fojtik and save a copy in your own folder.
What to do with those 4 page Report Cards?

- Step 1 – Find the scale – Use the “key” on the report card to find out how many points they are using.
- This report card has 3 points – SE, EI, NI.

The student with this report card got SE for all 4 grading periods.

- Using the Grading Conversion Chart, find the 3 PT grading conversion
- The chart shows you SE = 100 so you will enter the symbol which = 100 in Math for each of the 4 grading periods.
- You will then do the same for Language Arts (Reading & Writing), Social Studies, Science, etc.
What to do with those 4 page Report Cards Cont...

The 3 Point Conversion shows you that:

SE = S = 100
EI = N = 86
NI = U = 63

From the 3PT1 Tab, enter the LETTER Symbol that matches up with the report card in the GPA column and the GPA will be calculated in the CONV column.

Do not enter a number grade on any tab other than Pub%. It will not create a GPA. You must enter the letter symbol.
I know the GPA for a participant....Now What? It’s as easy as 1,2,3

• Using the GPA ELIGIBILITY from the GPA Calculations form. Round to the nearest whole number.
  – 99.49 or lower is rounded down to 99.
  – 99.50 or higher is rounded up to 100.

1. Write the rounded GPA on the Player Participation Form
2. Give the rounded GPA’s for your team to the Affinity Coordinator to enter into Affinity for your Certification Roster
3. Cut and paste the GPA column with the rounded GPA’s into the Player Card Spreadsheet

*DO NOT round GPA for All American Applications
Report Card and GPA Form Spreadsheet questions???

Next up:
Creating a Player Card
Player Card...aka Participant I.D.

- Each Participant will have their own card
- **Cardstock Paper:**
  - Staples Brights Cardstock Bright Green (#862157)
  - Office Max AstroBrights Color Card Stock-Terra Green (#423545)
- Information on the card must match Affinity roster & Certification Binder documents
- Headshot should show us the child
- **Time Saver Tip** – You **DO NOT** have the laminate the top half of the player cards anymore.

Take pics of the boys with shirts on...no pool party pics please.
HCPW has an Excel spreadsheet instead of a Word doc template for player cards.

- You do not have to manually enter the information for each player into the Word doc.
- This allows you to cut and paste information for your entire team from the Excel spreadsheet the Affinity Coordinator emailed you onto the Data tab of the player card spreadsheet.
- You can cut and paste the GPA column from the Little Scholars team spreadsheet you created.
- Less chance for errors

HUGE Time Saver Tip!
This is the 2019 HCPW Player Identification Card Spreadsheet. It has 3 tabs:
1) Instructions
2) Data
3) Player ID Card
This is the Instructions Tab. Before you start building player cards, please read the information on this page.

If a player is not O/L then leave that box BLANK.
Do NOT put N or NO
If you do, you will end up reprinting all of your cards that say N or No.
This is the DATA tab – Before you make any player cards, cut and paste the info for your ENTIRE team/squad from the detailed Affinity Spreadsheet into this spreadsheet.

Cut and paste the GPA from the Little Scholars Spreadsheet you just created!

Step 1: Copy line 8 and paste it into line 1.
Step 2: Select to the Player ID Card tab

Make sure to only have a Y for O/L participants. **If they aren’t O/L that should be left BLANK.**

**TIME SAVER TIP** - It takes a few minutes to set up but then the player cards are a BREEZE!
This is the player card tab. All of this section has been populated.....

And this section too!

Please type in your Association President’s name in a cursive font before you start making cards.

For the 1st player card you make, don’t forget to check off the correct box in:
Player Card/Certification Continued

- Save all of your player cards **Last Name.First Name** to an online sharing folder (i.e. DropBox) or a flash drive.
- If you save each card as player last name, player first name it makes them really easy to find in a hurry!
- Bring the flash drive to certification.
- If there are any issues, you can correct it and print a new card on the spot.
- Each Association should bring extra card stock, regular printer paper, a laptop and a printer to Certification. You will have re-prints and roster changes. This will help you get everything taken care of right then.
Player Card Spreadsheet questions???

Next up:
Wrap Up
Now that you know how to:

– Gather the correct information from your parents
– Put together the Certification and Game Day Binders
– Enter the data into the GPA spreadsheet to determine the GPA
– Make a Little Scholars Team Spreadsheet
– Make a player card

You are READY to get those teams certified!

**When? Saturday, August 17th**

Sycamore Springs Middle School
14451 Sawyer Ranch Road
Austin, TX 78737
Please print and complete 1 for each team. All player's names should be listed in alphabetical order.

Bring this with your certification binder and player cards to certification.

The volunteers checking your Binder will use it to ID & document any issues they find.
What to expect the day of certification

• Your Association will receive their time block and put together a schedule for certification day.
  • We have 16 Associations! WOW! We will need at least 3 volunteers from each association to man the tables at certification. I will be sending out a sign up document to presidents a few weeks prior to certification.
  • Weigh tables are manned by HCPW board members.

• Cheerleaders and 12U football players do NOT come to certification. Just team moms with the Certification Binder, Certification form and Player Cards.

• **Time Saver Tip!** Football Team Parents - Have a parent get in the Binder check line for you as soon as you arrive. This line takes much longer than it takes for the boys to get weighed.
What to expect the day of certification cont.

There are **3 steps** each team parent will need to go through at Certification

(Football Team Moms do this AFTER the boys are weighed)

1. **Binder Stamp Table** – while you are in line, we will be taking your Binder and stamping/signing the birth certificates, Report Cards and any Scholastic Eligibility Forms

2. **Binder Check Table** – This is where your Affinity roster, Certification Binder and Player Cards are all checked

3. **Player Card Stamp Table** – This is your last stop. AFTER your Binder has been checked, all certified player cards must be stamped.

STOP Do NOT leave until your player cards have been stamped!
What to expect the day of certification cont.

• If a player does not make weight or is not present, their player card will not be certified at that time.
  
  – The card will be held by me and the team parent will receive it at make up certification when the player weighs in.

• Any Binder or roster issues that couldn’t be corrected onsite at certification will be reviewed during make up certification as well.

• DO NOT count on make up certification to certify your team. Certification is mandatory. You MUST be present on that day.

• If you are going to be out of town, have someone else get your Binder/roster/player cards certified for you.
What to expect the day of certification cont.

Certification is a no stress zone.

You will walk in to the room and find.....

• A room full of volunteers who WANT to help you! Have a question?....ask it!
• Need some help....find anyone wearing a HCPW shirt and we will help you!
• We want 100% of our teams to certify correctly and be ready for a fun season.
• All we ask is that you are patient, polite and kind to the volunteers who are checking your Binders. They are doing their best.
• If you cut in the Binder check line or try to jump ahead, you will be asked to move to the back of the line.
Getting Football/Cheer ready....Patches!

- Team Parent Coordinator or Association President - don’t forget to order your football and cheer patches!

- These are required for each Pop Warner participant and MUST be put in the correct location on the jersey/cheer uniform.

- Patches can be purchased online at https://pop-warner.myshopify.com/

- These are purchased as an association. Team Parents do not need to purchase these for their team.
Getting Football/Cheer ready....Patch location

Pop Warner Little Scholars, Inc.
Official Patch Options for Placement on Uniform

2" from bottom of Shirt or Sweater towards left front.

2" from bottom Centered on Middle of the left leg.

Top of Patch Should be on line between V-Neck and Sleeve.

** Please make sure your team picks one of these options and the ENTIRE team places the patch in the same location. **
Getting Ready…Volunteer Applications

- 2019 Volunteer Application is available on the HCPW website
- Each Association is responsible for completing a Background Check on all Coaches and Team Parents

Must use the 2019 version.
Getting Ready....Badges

• Badges should be given to those on the official roster, chains and 2 MPR badges per team for use during games (MPR not needed for Rookie Tackle).

• HCPW badges have a front and a back.

• Please update the back side with your home field(s) game day address.

• Please cut out both sections, place them back to back and laminate.
Affinity Updates

● What is Affinity?
  ○ National Pop Warner player database that creates the official team rosters
  ○ Each association should have a designated Affinity/Database Coordinator or representative
  ○ Confirm all association Board Members are updated in Affinity (must be listed in order to customer service)
  ○ Database Coordinators have received their log in information and the documents showing them how to:
    ■ Add Players/Admins
    ■ Create Teams
    ■ Roster unassigned teams
    ■ Team and user look up
  ○ The help desk can provide assistance with all issues:
    ■ https://popwarner-affinity-sports.zendesk.com/hc/en-us

• Information will be transferred over real time from Blue Sombrero into Affinity.
Affinity Updates Continued

• Creating Team Names
  – When you create the team in Affinity, it creates a long team name by putting together the information you provide: Association, Play Level, Division.
  – You can update the team name once it has been created to add jersey color or mascot.
  – The Age Group for each Play Level is a data point they ask you to enter so it will be helpful to have the Player Age Matrixes for Football and Cheer handy when you are building the teams.

    Team Name Example: “SWAPW-PW Cheer” or “SWAPW-MM Football”

Team Parent Coordinators – please work with your Affinity Database Coordinator to let them know what you want the names to be.

    - Please make sure they are consistent throughout your Association.
Affinity Updates Continued – Help Desk

Affinity Help Center- Database/Roster/Registration/Role Assignment
1-800-808-7195
7 A.M-7 P.M PST Weekdays
9 A.M. -3 P.M. Weekends

Blue Sombrero Help Center – Website management/Registration
1-866-258-3303
Mon-Thurs: 8am-8pm EST
Fri: 8am-5pm EST
Roster requirements

1) Each squad/team must have an Affinity Certification Roster to be placed in their certification binder.
   - Your Database Coordinator will be able to provide you with this document
   - Please ensure you have it with enough time before certification to review and make any updates
   - The Certification Roster MUST MATCH the Player ID card and all paperwork!

TIME SAVER TIP - Team Parents – ASK YOUR DATABASE COORDINATOR for a detailed roster in Excel that you can use to cut and paste all of the information from this spreadsheet into the Player Card spreadsheet and the Little Scholars Spreadsheet.
   - They can pull a registration report from Affinity now that all of the information has been transferred over.
Affinity Roster Cont. - Registration report

• The Database Coordinator for each association can pull a detailed registration report listing all kids registered for your association in both football and cheer.

• Team Parent Coordinators will work with Database Coordinator to use this as a master report and add Team Name, Jersey Number and GPA.

• Team Parents and Coaches should receive a report for each team.
  – This is what you can use to build your player cards, complete your Little Scholars Spreadsheets and give information back to the database coordinator to build rosters and enter GPA and jersey numbers into the rosters.

  THIS IS A HUGE TIME SAVER
Affinity Roster continued

• **Participant name** MUST match the birth certificate, participant contract & player card.
• Please have contact information listed for the coaching staff
• Football only: Jersey number must be entered for HOME and AWAY
• **Rounded GPA** must come from the Little Scholars GPA Conversion Worksheet AND match the Participant Contract AND player card
• If a player is home schooled or pre-K, select “waiver” instead of “Report Card” in the scholastic fitness section.
• CHEER - The Association Cheer Coordinator must be on EVERY cheer roster. The only exception is if they are also a head coach.

*Team Parents you are not responsible for generating these rosters…..Your Association’s Database (Affinity) Coordinator will be able to get these rosters to you.*
Affinity Roster continued

- Rosters will need to be completely accurate and approved in Affinity by October 1, 2019.
- Once a roster is approved or “locked” no changes can be made at the association or league level.
- Affinity Database Coordinators will then re-issue final rosters to all teams.
- These final rosters will replace the rosters in the certification binder and will be checked at league and regional championships.
Affinity/Roster Questions?

Next up....Binder Order & Participant paperwork
Team Parent Coordination or Database Coordination questions contact Jaime Maring at maringfamily@yahoo.com or Little Scholars questions contact Rebecca Goodall at Rebecca.goodall87@hotmail.com or 979-393-8416

Thank you for being part of Hill Country Pop Warner. We are thankful for our volunteers and are looking forward to a great 2019 season!