

League Representative Guide



What is a League Representative (League Rep)?

You are the resource and contact person on game days. The League Rep should be knowledgeable about the RCYFL By-Laws and Rules and Regulations. The League Rep helps to maintain order, clarify any procedural questions and uphold the rules set forth by RCYFL at the field. You will work with your visiting League Rep to make each game day a successful one.

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1) Team Roster Assembly:

- a) Complete Roster
 - i) Fill out (type) the roster spreadsheet insuring all fields have the appropriate information filled out.
 - ii) All of the same ages must be on the same page. An extra page has been included in the roster in case an extra page is needed.
 - iii) All fields / columns must be completed prior to roster approval.
- b) Create player contact sheet
 - i) Either print from your registration program or Provided Excel Spreadsheet.
- c) Building your roster books
 - i) Each team should have their own binder.
 - ii) One sheet protector per player and coach.
 - iii) Place your Coaches' Code of Conduct and USA Football Waiver sheets in back to back order with the Coaches' Code of Conduct facing the front of the book. If the coaches have given you a USA football certificate, that can be placed behind the Code of Conduct facing the front.
 - iv) Place the Player Code of Conduct, USA Football Waiver, and any other waiver (age or helmet) sheets in sleeve in back to back order with Player Code of Conduct facing the front of the book. Also place the player ID card in the front of the sleeve face up.
 - v) Place two copies of each team's roster in the front of the binder. One is for the league official copy, the second is to be used to make copies for check-in on game day. *Do not use the original on game day.* Make a stapled copy at the start of the season for each game and keep it in the book. Put the original in a safe place for additional copies during the season and play-offs.
 - vi) A copy of the association helmet memo and NOCSAE certification should be placed in a sheet protector at the back of the book.
 - vii) Place the player contact sheet in a sheet protector at the back of the book.

2) Roster Verification & Fee Night

- a) How to check the other Association's Rosters
 - i) DMV ID cards are required for all participants (passports and military ID's are acceptable). The cards must be the original. Copies are not acceptable.
 - ii) Any waivers must be in writing to the Commissioner and approved preferably prior to Roster night. Provide documentation of approval.
 - iii) All roster forms must be completed prior to Roster Night. **Do not wait until the last minute.**
 - iv) All rosters **must** be typed.
 - v) Review first for completeness.
 - vi) Check the name, birthday, and age of each player.
 - vii) Initial each player that is complete.
 - viii) If a player cannot be rostered due to incomplete requirements when you are checking the books, once confirmed with League Rep, mark a line through the player's name. This player will need to be included in an Add-on roster.
 - ix) Sign the bottom of the page in the designated area.
 - x) Verify all paperwork is provided and complete for each player and coach.
 - xi) Verify each book has a player contact page.
- b) 1 copy needs to turn into the League, 1 copy for team use.
- c) 1 blank check will be needed to cover all fees, (total for fee per football participant, fee per cheering participant and any other outstanding fees). Association check should be blank until a total is given to you the night of roster night.

3) Add-Ons

- a) Use this form when a participant is not ready for roster night verification with your assigned association. It's called the Add-On form located on the website.
- b) Add-on players must be rostered by the first game of the season. Players may be added to a team after the first game with approval from the Chairman or League Football Director.
 - i) An add on date will be communicated.

4) Game Week and Game Day:

- a) Monday or as soon as possible before your game, let the opposing team know of any ice/water issue your association may have.
- b) Game Day
 - i) **STAPLE** team rosters and add-ons together. Do not paper clips them. **NO LOOSE PAPERS.**
 - ii) Be easily identifiable as the League Rep by wearing your League Shirt and hat. If you have to have a replacement other than your alternate League Rep, your replacement (i.e Association Board Member) must be in an official association board member shirt and/or hat and they must understand the League Rules and have signed a football code of ethics.

- iii) You should be on the sideline during games at all times the game is in play. Check-in is performed at halftime at a designated area. Please be prompt in arriving for check-in.
 - iv) Walk out to the center of the 50 yard line and oversee/congratulate the players at the end of the game. Encourage good sportsmanship among players and coaches.
 - v) Make sure you introduce yourself to the opposing team's coaches and the game officials. Make sure you let the visiting team's Rep know where check-in will be done as well as where bathrooms are located, where they can get ice and water, etc.
 - vi) If you are having Homecoming, let the referee's, as well as the visiting League Rep, know when you will be having your Homecoming activities. Remember Homecoming courts/activities are limited to a maximum of 30 minutes.
 - vii) Provide the announcer with a call sheet for each team. The call sheet should contain all players listed in order of jersey numbers (not the same as a roster sheet). Consider including phonetic spelling for any players whose names are challenging. No one wants to hear their child's name pronounced incorrectly. It is much easier to put all of your call sheets for your cheerleader squads and football teams in one binder to carry with you during the year. Team Mom could coordinate this.
- c) Game Times and Check-ins
- i) Rookie game time starts at 8:30am sharp. Rookie players can be checked-in on the 50 yard line (no later than 8:15am).
 - ii) All additional check-ins are done at half time of each game at the designated location.
 - iii) Early Weigh-ins for the 10 and 13 year olds can be coordinated for an earlier time with the opposing association. A League Board Member must be present for all weigh-ins.
 - iv) Have your team lined up in age and roster order with add-ons **last**.
- d) The head coaches and League Reps will meet immediately prior to check-in to exchange the jersey numbers of their skill player starters. This will include the QB, RBs, and WRs that each coach will be starting for that game. A form will be generated to record this information for each team. This will ensure that both head coaches and League Reps will know what players would need to be removed in the event of an 18 point lead under the Sportsmanship rule.
- e) The coaches will introduce themselves to each other & also be checked off with each League Rep per listing on the roster and then step away from the check-in area. You should never have coaches present during the check-ins. It is okay to have a team mom/dad or board member stand at the front of line so that they can collect IDs after players are checked in.
- i) All ID's to be on a lanyard.
 - ii) You will exchange rosters with the opposing team.
 - iii) You will verify the opposing team's rosters and they will verify your team's rosters
 - iv) All players must remove their helmets for check-in. Please ask for each player to have their mouth piece out so they are able to speak clearly.
 - v) Start by calling the players name, the player should step up & say their jersey # and Ma'am or Sir (depending on Rep). You will need to verify that the jersey # matches what your sheet shows, if it does not, write down the number the player wore that day. Please make a note and make the opposing League Rep aware of the incorrect jersey number.

- vi) When checking ID, look at player's face and then look at ID. If there are any errors or discrepancies, bring them to the attention of the League Rep, correct and then initial.
- vii) The player can then walk over to their coaches, away from the check-in area and wait for their team to finish.
Make sure to mark in the game day column if a child checked-in (✓), was absent (✗), or was injured (I).
- viii) After completing check-in, you should sign off on the game day box located on the last page of the rosters.
- ix) **Keep ALL rosters. These should be turned in at the next League meeting**
- x) After everyone has been checked in, the teams can go back to practicing until they are ready to start their game. When there is 2 minutes left in the prior game, your team should be at their end-zone with their team captains ready to go.
- xi) As soon as the game being played comes to an end captains should meet the officials at the middle of the field.
- f) **Only the following persons shall be allowed in the coaches' box during a League game:**
 - i) Coaches listed on the official Association team roster.
 - ii) Up to two (2) water personnel.
 - iii) A first aid person.
 - iv) An Acting League Rep.
- g) **No cell phones shall be carried or used while on the field or in the coaches' box.**
- h) Only the League Rep is allowed to have a phone on the sideline.
- i) During the day, it is your job to make sure that your teams & coaches, the opposing teams & coaches, and all the spectators display good sportsmanship. If you have anyone who cannot abide by the RCYFL Code of Conduct, you may ask them to leave the complex.
- j) Removal of individual from field: If a person is exhibiting any of the following behaviors:
 - i) Disruptive
 - ii) Aggressive
 - iii) Agitated
 - iv) Making verbal threats or using foul language
 - v) Interfering with the game officials, coaches, etc.
- k) You should first ask them to stop the behavior. If they are unable or unwilling to comply, then ask them to leave the complex. The game will be paused until they leave. If the participant still refuses to leave, contact local law enforcement to have them escorted off the premises. Maintaining a safe environment for everyone is the primary concern. Do not put yourself in a situation where you could be hurt. Any fighting or threat of physical violence is reason to contact local law enforcement. Let them handle it.

5) Score Sheet

- a) Only the HOME team League Rep needs to send game day scores in. Scores should be emailed to the Chairman (Chairman@RiverCityFootball.org) by 9pm game night. Make sure you identify the association you are with, which teams were playing each other and clearly state each division's game scores.

b) **Example:**

(Subject line in email) ---> Game day scores Beaverdam vs. Chesterfield 9/12/2016

Rookies Beaverdam 7 Chesterfield 14

Freshmen Beaverdam 14 Chesterfield 7

Sophomores Beaverdam 7 Chesterfield 14

Juniors Beaverdam 14 Chesterfield 7

Seniors Beaverdam 7 Chesterfield 14

Sent by (*Beaverdam League Rep's name*)

6) **Serious Incident Report:**

- a) Serious Incident Report that will be used is located on the website. It must be filled out as close to time of incident as possible and then emailed to Niki LeHew (Niki_LeHew@yahoo.com) with copy to Danny Davis (Chairman@RiverCityFootball.org). File original documentation in your player's sleeve in the team book along with a copy of any doctor's notes stating they cannot play and when they are cleared to return. All notes clearing the player to play must also be emailed to Niki LeHew with copy to Danny Davis. A copy should be given to the Association's Cheering/Football Director, the Association's League Rep, the participant's parent and the RCYFL Secretary.

7) **Forms needed:** (*Most located on the website*)

- Football Roster
- Announcer's Call sheet
- Coaches' Code of Ethics
- Player Code of Ethics
- Add on Form
- Serious Incident Report form
- USA Football Waiver
- Helmet Waiver
- Age Waiver
- Offensive Starters
- Make sure all head coaches have a copy of the Heat, Hydration & Heat Illnesses, and a copy of Heat Acclimatization Practice Chart to ensure that coaches are familiar.