

## Team Books Policy



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

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

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### 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. Game Schedule / Optional Practice Schedule
  5. Player Attendance Log (blank and completed)
  6. MPR forms (blank and completed) – If coaching staff have criteria in addition to PFJT&C Policy 001 (MPR Policy) for defining what an "eligible" player is, include it here.
  7. Injury Report Forms (blank and completed)
  8. 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.

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Policy No.	002
Issue No.	1
Date	4/14/15

## Team Books Policy



### Associated Policies, Procedures, and Forms

[Player Attendance Log](#)

[Policy 001 – Mandatory Play Rule Policy](#)

Procedure XXX – Mandatory Play Rule Procedure (to be written yet)

[Mandatory Play 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