



# 2023



## Orange Empire Conference (OEC)

ROSTER, CONTRACT & CERTIFICATION

WEIGH-MASTER, PLAYER ADMINISTRATOR  
& SPOTTER HANDBOOK





# Table of Contents

	<u>Page #</u>
SECTION 1 INTRODUCTION	
1.1. CONTRACTS & "THE BOOK" OVERVIEW	1
1.2. CERTIFICATION	1
1.3. CERTIFICATION SCHEDULE	3
SECTION 2 CONTRACT "BOOK" DETAILS	5
2.1. ROSTER	5
2.2. COACH CERTIFICATION/CPR	6
2.3. EMERGENCY PLAN	7
2.4. PLAYER ID CARDS	7
2.5. PARTICIPANT "SLEEVES"	7
2.6. TEAM ID CARD BOOK	8
SECTION 3 GAME DAY	9
3.1. WEIGH – IN (Tiny Mite only)/ CHECK IN	9
3.2. MANDATORY PLAY REPORT (MPR)/ GAME REPORT	10
3.3 TRAVEL GAMES	11
AGE AND WEIGHT SCHEMATICS	12
SAMPLE DOCUMENTS	13-16
CERTIFICATION BOOK ORDER	17

## SECTION 1 INTRODUCTION

This handbook is intended as a short explanation and administrative directives for various Orange Empire Conference (OEC) processes. If you have further questions, please contact your Association President or OEC Commissioner for clarification.

OEC web site: **[www.popwarneroec.com](http://www.popwarneroec.com)**

The OEC web site has a complete set of National and OEC rule books that are available for download. The OEC web site will provide you the following:

- Scrimmage and Game Schedules
- Game Results (Scores)
- Rule Books (downloadable)
- Game Site Maps
- OEC Calendar of Events

### 1.1. CONTRACTS & "THE BOOK" OVERVIEW

Each football team each cheer/dance squad must have a 3-ring binder, which must contain certain documents for each and every child. These books are referred to as the "Team Book", "Cheer Book", or sometimes as the "Contract Book". Starting with the first day of practice, until the end of the calendar year, the "Team Book" MUST be at all official team functions (including functions for fund raising, such as car washes). NO practice, game, cheer competition, fund raiser, or other official team function may be conducted without the presence of each team's Contract Book.

The overall sequence of the team book is as follows:

- Roster (with Older/Lighter players highlighted)
- Geographical Waiver (if applicable)
- Participants contracts/ paperwork in roster order
- Head Coach's USA Football Training Certificate (or Equivalent)/ YCADA and First Aid AND CPR card
- Mandated Reporting Certificates (All in one sleeve)
- CDC Certificates (All in on sleeve)
- Parent/ Player CDC Signature Pages (All in one sleeve)
- Emergency Plan

Note: For detailed document requirements and assembly instructions, see Section 2.0 "Contract Book Details".

### 1.2. CERTIFICATION

1.2.1 "Certification" is the process whereby the Conference (OEC) verifies that each and every child on a football team and cheer squad complies with the geographic, age, weight, scholastic requirements, and has all required consents and other manner of documentation required by the rules. This process will take place after the 10 hours of conditioning is complete, and is conducted by an OEC Commissioner. Although this section talks about "Certification" as though it happens on one specific date, a child is not actually certified until they appear on an Official OEC roster. A child

may not participate in any game, or cheer competition until the child's name appears on an Official OEC roster.

Although a child may pass OEC certification, it DOES NOT mean that any and all possible defects in the child's eligibility (such as residency, scholastic fitness, etc.) are waived, overlooked and/or not subject to challenge. It is the responsibility of each team and/or association to ensure that each child is eligible for that team/association and meets all criteria.

The OEC Commissioner conducting your Certification may require that your books be made available to him or her PRIOR to your Certification Date.

- 1.2.2 A certified birth certificate must be made available for review by the OEC commissioner certifying your books. After verification of authenticity of the team's copy, the original will be returned.
- 1.2.3 The area in which the Certification process takes place must be separated in some manner, from those not involved in the certification process. The Certification area must be kept quiet and away from crowds. No coaches, parents, interested parties, or anyone else is allowed in this area unless directed by the OEC Commissioner in charge of the Certification Process.
  - The OEC Commissioner is in complete charge of the Certification Process
  - The only people allowed in the certification area are the OEC official(s), Association President, a team Business Manager or designated staff member and the players being weighed and certified. Coaches, other team staff, parents, etc. are not allowed in the certification area. The OEC commissioner may remove anyone from the certification area at any time.
- 1.2.4 Players will be certified on a team-by-team basis. That is, all players from each team will be moved through the Certification process at one time. The players should be assembled in "BOOK" order.
- 1.2.5 Clothing requirements for certifying players is as follows:
  - For Certification weigh-ins —players **SHALL** be weighed in lightweight (gym type) shorts & t-shirts **ONLY**
  - No player will be weighed in uniform, street clothes, jackets, sweats, hats, shoes, etc.
  - Flip-Flops or sandals (something easily removed) should be worn.
  - The players should not wear anything that might adversely affect their weight (TM Only)
  - Players that elect to weight stripped, shall not strip past light weight shorts.
- 1.2.6 Spirit Squads and Challenger players only require the books for certification. Children are not required to attend.
- 1.2.7 Present your book to the OEC Commissioner for an initial check. The attending OEC Official/ Commissioner may postpone the certification if your book is not ready and/or not in order.
- 1.2.8 Provide an Affinity generated roster, on which the players must be listed in roster (Alphabetic) order.

- Before certification, please make extra copies of the roster to have for players/cheerleaders that may require certifying on an alternate (make-up) date from your Association's Certification date.

1.2.9 The player will give his/her name to the attending OEC Commissioner when stepping on the scale & may be asked a couple of questions (TM Only)

1.2.10 An Official will then put the weight of the child (TM only) on the roster and the attending Commissioner will, at his/her sole discretion, "sign it off". Remember the child is not "certified" until they appear on an Official OEC roster.

1.2.11 Give the "Signed Off" rosters to your President. Your Association will need to enter the children's weights (TM only) and any corrections into the National Pop Warner database. Your President will then submit the "Signed Off" rosters into OEC.

1.2.12 Certification Make-ups and Make-up sites...

1.2.13 When the player is being certified at a make-up location, the child must bring ALL of their sleeves from the Team Book, including the ID Card (football only) AND a clean roster.

1.2.14 If a child uses the Scholastic Eligibility Form or Home-Schooled Form, that child MUST submit a progress report from the child's academic reporting institution indicating satisfactory positive academic progress in 51% of the courses.

- Progress report must be dated between September 1<sup>st</sup> – 13<sup>th</sup> 2023 and must be submitted to the Conference (OEC) no later than September 15, 2023.
- If a child fails to submit such progress report, then that child is a MANDATORY Drop from the team/squad (Game Week 7) for the remainder of the season. The child CANNOT be added back to the team.
- Any person/team/Association that allows such a dropped participant to participate in Pop Warner activities will be subject to disciplinary action (up to and including a life time ban).

1.2.15 Once certified, all documents must continue to remain in the "Team Book". The Team Book must be returned to your Association at the end of the season, or upon the "folding" of your team.

1.2.16 Those teams and squads that qualify for Regional and/or National events will require supplemental book audits by OEC and Regional directors. This usually occurs 1-2 weeks prior to the event.

### 1.3. CERTIFICATION SCHEDULE

WEEK 1: The first possible day to certify participants for the 2023 season is Thursday, August 6th however, your certification date will vary by association and will occur starting August 06, 2023 in order to be eligible for Game/Week 1.

ALL information (Affinity Data, Certified Rosters, Little Scholars Report Card Information, etc.) is due to OEC within 72 hours after your associations' certification date. Any Make up certifications must be submitted to OEC no later than 7:00pm on Sunday, August 20<sup>th</sup> to be eligible to play games for Week 1.

**THIS IS AN ABSOLUTE DEADLINE! ALL INFORMATION RECEIVED  
AFTER 7 PM ON 8-20-2023 WILL BE APPLIED TO GAME WEEK 2**

For subsequent games, the certification schedule is as follows:

WEEK 2:	By Sunday August 27, 7:00 pm
WEEK 3:	By Sunday, September 3, 7:00 pm
WEEK 4:	By Sunday, September 10, 7:00 pm
WEEK 5:	By Sunday, September 17, 7:00 pm
WEEK 6:	By Sunday, September 24, 7:00 pm (for the season)

**Note: Any information received on Sundays after 7:00 pm will be applied to the following week.**

## SECTION 2 CONTRACT "BOOK" DETAILS

As previously mentioned in Section 1.1, each team must have a Contract/Team Book starting with the first day of practice, until the end of the calendar year. The Book must be at all official team functions (including functions for fund raising, such as car washes). NO practice, game, cheer competition, fund raiser, or other official team function may be conducted without the presence of each team's Contract/Team Book.

The overall sequence of the team book consists of the (1) Roster, (2) the Participants Information (sleeves) in Roster Order (Exception: segregation of "Older Lighter" participants, See Section 2.3 for instruction). (3) USA Football/ YCADA Certificate (4) First Aid AND CPR card (5) Mandated Reporter Certificates (6) Staff CDC Certificates (7) Parent CDC Signature Pages (5) Emergency Plan All listed above in 1.1.

### ALL CONTRACT TEAM BOOKS MUST BE MAINTAINED IN THE ORDER SPECIFIED ABOVE

A sample of a completed contract, with the required documentation placement printed on the back, can be found in the Section 3.0 "Sample Section" of this handbook.

Note: The child's name on the roster must match with the birth certificate, military ID or passport. If for any reason the participants name has changed, a copy of any legal name change documents must be kept in the team book, in an envelope, TO BE SEALED by an OEC Commissioner at the time of the participant's certification. The child will not be questioned as to the name change, especially in case of a non-divulged adoption. Verify the birth date on the certificate to make sure it agrees with the date printed on the Contract.

### 2.1. ROSTER

A separate roster is required for each football team or cheer/dance squad. The official roster must be generated using Affinity software (your Association will do all the data entry before Certification).

The Official OEC roster will be available through Affinity after it is certified in Affinity by OEC. The Official CERTIFIED Affinity roster is the ONLY roster to be used at any and all OEC/ Pop Warner functions after certifications. Each Roster must include the following:

#### **The Roster Header Should Reflect the Following:**

- Name of your association
- Name of your team & color if applicable (example: "Blue Jets")
- Team colors (Uniform Colors)
- Football Divisions - Cub, TM, 8U, 9U, 10U, 11U, 12U, 13U, 14U
- Football – D2
- Cheer Divisions – Flag, JTM, TM, MM, JPW, PW, JV, V
- Cheer – Small, Medium, Large
- Team staff Information: Name, Address, phone number, e-mail address
  - Date of Background Check/ DOJ completed
  - USA Football or YCADA Cheer Certification



**The Body of Roster Should Reflect the Following:**

- Name of Participant
- Home & Away Jersey Numbers
- Birth Date
- League Age
- Weight (Tiny Mite only)
- Address, including City, State & Zip Code
- Phone Number
- League/Conference Official's Signature (After Certification) and Date

2.1.1 Before certification, please make extra copies of the roster to have for players/cheerleaders that may require certifying on an alternate (make-up) date that is different from your Association's Certification date.

2.1.2 Immediately after Certification, the original certified rosters (which an OEC's Commissioner Signature appears) will go back to the Association President. The weights (TM only), and any modifications to the rosters noted by the OEC Commissioner must be entered into Affinity by your association prior to submitting the original rosters to OEC.

**IF YOUR DATA IS NOT COMPLETE IN ANY MANNER, OEC WILL NOT  
ISSUE YOUR ROSTERS AND YOUR TEAM WILL NOT BE ELIGIBLE  
FOR GAMES.**

**Tiny Mite must have all Older Lighter Players highlighted in the Team Book.**

**2.2. COACH CERTIFICATIONS/CPR**

A copy of all Coach's Training Certificates USA Heads Up Football must be maintained in the book and the date of the certificate must be dated the current calendar year. Certificates of Assistant coaches who have completed the training may be filed behind the Head Coach's certificate within the same sleeve. Two (2) current CPR and First Aid card must also be provided.

## 2.3. EMERGENCY PLAN

Coaches should develop an emergency plan for dealing with injuries at practice/games. Staff members and participants should be made aware of these procedures. Your emergency plan should include, but not be limited to the following:

- How to call Emergency Medical Services (EMS)
- Specific Directions to your facility for EMS. (Include address & cross streets)
- List of Administrators (or Board Members) that the coach is required to contact.
- Injury report forms

In addition, a similar plan should be in place for teams traveling to away games.

## 2.4. PLAYER ID CARDS (after certification these will be moved into a separate 3 ring binder)

## 2.5. PARTICIPANT SLEEVES

Tiny Mite - Football participants' sleeves will be divided into two (2) groups ("Non-Older Lighter" and "Older Lighter"). Non-Older Lighter participants will be placed in the 1<sup>st</sup> part of the book in roster order (alphabetical by last name), followed by a tab divider labeled "Older Lighter", followed by the Older Lighter players in roster order (alphabetical by last name).

ALL Participants, Mitey Mite through Unlimited will have the following 5 (five) sleeves required in each football or cheer book. Flag through Jr. Mitey Mite will have 4 (four) sleeves, no report card.

### **SLEEVE 1- 2023 PARTICIPANT CONTRACT (two sided)**

- Front with picture
- NO cross out or whiteout allowed**

### **SLEEVE 2 - 2023 PARENTAL CONSENT FORM (two sided)**

- All boxes initialed by parent/guardian
- NO cross out or whiteout allowed**
- All boxes initialed & bottom signed/dated by parent/guardian and participant

### **SLEEVE 3 - BIRTH CERTIFICATE**

- Copy of the birth certificate, the ORIGINAL will be required for viewing at Certification.
- Passport, military ID, or alien registration card are also acceptable
- Baptismal or hospital certificates are NOT acceptable!!!**
- Please HIGHLIGHT the participant's name and date of birth on the Birth Certificate in yellow only
- If a birth certificate is not in English, then the birth certificate must be accompanied by an affidavit authenticating the birth certificate as to the child's date of birth by a certified interpreter.

#### **SLEEVE 4 – 2023 PHYSICAL FITNESS & MEDICAL HISTORY FORM**

- The ORIGINAL OEC Physical Fitness & Medical History Form provided by OEC. No black and white or color, copied or faxed forms will be accepted.

#### **REPORT CARD/ SCHOLASTIC FITNESS**

NOT required to be in your team book.

**Compliance with Scholastic requirements is a National Pop Warner Rule.**  
**(See your Association Little Scholars Coordinator for questions).**

Obtaining report cards/Completed Scholastic Eligibility forms is the responsibility of the Association NOT OEC.

#### **2.6. THE TEAM ID CARD BOOK**

Commencing with the 2014 season OEC has been using an ID card book during the weigh-in process. This book will be certified at the same time as when your Team Book is certified (along with subsequent updates, adds, and drops). This book will contain an ID card for each player on the team, arranged in roster order. This is the book that will be used at weigh-ins. However, each team must present the Team Book to the weigh-master so as to verify the presences of the book at the field.

At each game the Team's Player Administrator shall present the Team ID Card Book to the Weighmaster for the purpose of player identification/authentication.

## SECTION 3 GAME DAY

### 3.1. WEIGH – IN/ CHECK- IN

- 3.1.1 Before each game, players will line up in the designated area to have their equipment checked. In addition to the check in process, Tiny Mite teams will also be weighed in at this time. This process is called the "Weigh-In" process. This process is conducted by a Board Member of the game site, or by an OEC Official. OEC Officials may take over a weigh-in process at any time at the OEC Official's discretion. The person conducting the Weigh-In/ Check In process is called the "Weighmaster". The Weighmaster has the final word over all others (other than the local Association President and an OEC Official; OEC Officials are the highest authority) as to conformity to the weight schematic, and equipment conformity to the rules.
- 3.1.2 The Weigh-in/ Check in process must commence at least 30 minutes prior to game time.
- 3.1.3 Your team's Player Administrator may review the opposing team's player and cheer contract book, but ONLY PRIOR to the Weigh-In process. Books from the other team SHALL NOT be reviewed during the Weigh in/ Check in process. However, the Team ID Card book photo of the child, can be quickly viewed while the child is passing over the scale to ensure that the name and number on the roster and contract, match the face.
- 3.1.4 Other than the players, no one may be in the area where the Weigh-In process is taking place, except for the following:
- The Home Association Weigh-Master
  - The one person representing your team (PA, Bus. Manager, etc.)
  - OEC Officials
  - NO COACHES AND/OR PARENTS ARE ALLOWED IN THE WEIGH-IN AREA!!!
- 3.1.5 Give your Mandatory Play Form (MPR) to the Weigh-Master, it will be returned after it is signed. See "Section 4.0 Mandatory Play Rules" for detailed instructions on how this form is used.
- 3.1.6 No team will be allowed to weigh-in without the Mandatory Play form filled out in numerical order by jersey number.
- 3.1.7 The following equipment will be checked:
- Helmet - Safety warning label
  - Mouth pieces (must NOT be worn and/or bitten/chewed through and must be attached to facemask).
  - Cups; hard or soft
  - Cleats (No metal cleats and/or metal parts showing through the cleat like screws, rivets, etc.)

Players must line up in "BOOK" order. For Tiny Mite only, Non-Older Lighter Players first in Last Name Alphabetical order, THEN Older Lighter Players in Last Name Alphabetical order.

- 3.1.8 Players must be weighed in with all required equipment (except the player's helmet).
- Optional equipment need not be worn when the player is being weighed but must be put onto the player's body in front of the Weigh-Master after being weighed.
  - If a player has optional equipment that is not easily removed from required equipment, then the player MUST be weighed in with said optional equipment with no extra weight allowance provided.
- 3.1.9 After players are weighed (TM), or finished with their equipment check, they MUST NOT leave the playing field (even for trips to the bathroom) without
- A representative from the opposing team
  - A local Board Member
  - An OEC Official
  - A player who does not make weight on the first attempt CANNOT attempt to weigh in a second time.
- 3.1.10 Late arrivals must be weighed-in (TM only) and equipment checked any time before game time.
- Once past the scheduled game time, the player will be weighed-in (TM) and equipment checked at halftime.
  - Players that check in/ weigh in at halftime only need half of the minimum number of required plays.
  - A player who arrives after the start of the second half of the game will not participate in the game.

### 3.2.MANDATORY PLAY REPORT (MPR)/ GAME REPORT

- 3.2.1 A Mandatory Play Report (MPR)/ GAME REPORT is required to be completed for EVERY game. This form identifies every player on a team, present or not. The form also tracks the number of plays they participate in. If a player does not participate in the minimum number of plays indicated by the schematic on the MPR form, then the Head Coach, or, if the Head Coach is absent from the game, the coach in charge, will be suspended. Violation of the MPR rules will forfeit the game and suspend the team's Head Coach.

**PAT:** A kicked PAT **WILL NOT** count towards a play on the MPR

Spotter: The person who is familiar with a team's players. This person will work in conjunction with the "Player Administrator" in filling out the MPR during the course of the game.

Player Administrator (PA): The person responsible for marking the plays completed on the MPR. A "PA" cannot mark an MPR for his own team. The Spotter MAY NOT mark the MPR.

Both the Player Administrator and Spotter will perform their duties immediately adjacent to the field of play, and under the control of the game Officials. OEC Officials shall have access to the MPR at all times.

- 3.2.2 Fill in the top blanks of the MPR completely and circle the division and number of eligible players.
- 3.2.3 In numerical order (0-99), write the last and first name of all rostered players on the MPR. For ease in marking the MPR, write the player's jersey number next to the play boxes.
- 3.2.4 If a player is not participating, lightly cross out that child's name and:
- Indicate why the player is not participating, i.e., "Sick", "Injured", "Disciplinary Action"
  - "No Show", "Vacation", etc. Do not merely write the word "OUT" — give an exact reason.
  - If, during the game, the player becomes sick, is injured, ejected, etc., write that word after the child's name on the MPR.
- 3.2.5 After the players have been weighed (TM) and equipment checked by the Weighmaster, both Player Administrators (PA) and both spotters must sign the bottom of the MPR form.
- 3.2.6 Head Coaches must sign the bottom of the MPR at the end of the game, and before leaving the field.
- 3.2.7 The Home Team PA who is marking out the players will be on the VISITING team side of the field. The Home Team Spotter who is calling out the players will be on the HOME team side of the field. The Visiting Team PA who is marking out the players will be on the HOME team side of the field. The Visiting Team Spotter who is calling out the players will be on the Visiting team side of the field.
- 3.2.8 After the game, write down the score in the proper blanks and exchange paperwork. Each team should now have their own White & Yellow copies, and the opposing team's Pink copy. Give these copies to your Head Coach so he can properly mark his Game Report, then the Head Coach must give all copies to his Association President.
- 3.2.9 Presidents will forward both the White (home) copy & Pink (visitors) copy of the MPR forms to the OEC Commissioner in charge of their Association. Presidents report game scores to the OEC Conference for their own fields.
- 3.3 TRAVEL GAMES

<p>ANY TEAM THAT DOES NOT APPEAR AT A SCHEDULED TRAVEL GAME WILL CAUSE THE SUSPENSION OF THAT TEAM'S ENTIRE ASSOCIATION FROM PLAYOFFS AND TRAVEL FOR THE FOLLOWING SEASON. IN ADDITION, SERIOUS FINES AND PENALTIES WILL BE IMPOSED.</p>
--

**AGE AND WEIGHT REQUIREMENTS – 2023 SEASON**

**LEAGUE AGE DETERMINATION**



<b>Birth Month</b>	<b>Aug. (8)</b>	<b>Sept. (9)</b>	<b>Oct. (10)</b>	<b>Nov. (11)</b>	<b>Dec. (12)</b>	<b>Jan. (1)</b>	<b>Feb. (2)</b>	<b>Mar. (3)</b>	<b>Apr. (4)</b>	<b>May (5)</b>	<b>June (6)</b>	<b>July (7)</b>	<b>League Age</b>
<b>B I R T H  Y E A R</b>	2017	2017	2017	2017	2017	2018	2018	2018	2018	2018	2018	2018	<b>5</b>
	2016	2016	2016	2016	2016	2017	2017	2017	2017	2017	2017	2017	<b>6</b>
	2015	2015	2015	2015	2015	2016	2016	2016	2016	2016	2016	2016	<b>7</b>
	2014	2014	2014	2014	2014	2015	2015	2015	2015	2015	2015	2015	<b>8</b>
	2013	2013	2013	2013	2013	2014	2014	2014	2014	2014	2014	2014	<b>9</b>
	2012	2012	2012	2012	2012	2013	2013	2013	2013	2013	2013	2013	<b>10</b>
	2011	2011	2011	2011	2011	2012	2012	2012	2012	2012	2012	2012	<b>11</b>
	2010	2010	2010	2010	2010	2011	2011	2011	2011	2011	2011	2011	<b>12</b>
	2009	2009	2009	2009	2009	2010	2010	2010	2010	2010	2010	2010	<b>13</b>
	2008	2008	2008	2008	2008	2009	2009	2009	2009	2009	2009	2009	<b>14</b>
	2007	2007	2007	2007	2007	2008	2008	2008	2008	2008	2008	2008	<b>15</b>

**AGE/WEIGHT DIVISION DETERMINATION SCHEMATIC**

<b>Division</b>	<b>League Age (see above)</b>	<b>Weight Requirements</b>
Cub/Flag	5, 6 and 7 years old	No weight Restrictions
Tiny Mite Older Lighter	5 and 6 years old 7 years old	35 - 80 35 – 60
<b>8 Unlimited</b>	7 and 8 years old	<b>No weight limit</b>
<b>9 Unlimited</b>	7, 8 & 9 years old	<b>No weight limit</b>
10 Unlimited	9 and 10 years old	No weight limit
11 Unlimited	10 and 11 years old	No weight limit
12 Unlimited	11 and 12 years old	No weight limit
13 Unlimited	12 and 13 years old	No weight limits
14 Unlimited	13 and 14 years old	No weight limits

**SECTION 5**  
**SAMPLE DOCUMENTS**

Please find the current forms for the current season below for your reference

ID CARD

MPR FORMS



# FOOTBALL PARTICIPANT INFORMATION

DIVISION \_\_\_\_\_

1<sup>ST</sup> Practice Weight \_\_\_\_\_

Player  Coach Trainee  Water Boy/ Girl

ATTACH PHOTO  
 HERE  
 PHOTO MAY BE NO  
 MORE THAN ONE  
 YEAR OLD  
 PHOTO MUST  
 HAVE  
 OVERLAPPING  
 OFFICIAL SEAL

Last Name, First Name Middle Initial

Address (City, State, Zip Code)

Home Phone

Work / Emergency Phone

Association

Home Jersey Number

Away Jersey Number



Orange Empire Conference

## LEAGUE CERTIFICATION OFFICIAL

\_\_\_\_\_  
 Association Name

\_\_\_\_\_  
 Association Board Signature

DATE OF  
 BIRTH

AGE AS OF  
 7/31

CERTIFIED  
 WEIGHT

CERTIFIED  
 DATE

MEDICAL/  
 PHYSICAL

SCHOLASTICS

--	--	--	--	--	--	--

**TO THE BEST OF MY KNOWLEDGE AND BELIEF, I CERTIFY THAT THE  
 INFORMATION ABOVE IS TRUE AND CORRECT.**

\_\_\_\_\_  
 SIGNATURE OF OEC CERTIFYING OFFICIAL

## OEC MANDATORY PLAY FORM Flag - TM - 8U

Date:	Scheduled Game Time:	Game Site:	(circle one) Home Team - Visiting Team
Your Association:	Your Team Name:	Division: (circle one) <b>Flag TM 8U</b>	
Opponents Assoc. & Team Name:	Your Head Coach:	Player Administrator:	

<p><b>Instructions</b></p> <p>1) Fill out top information <u>completely</u> for your team and list all players - <b>PRIOR TO EQUIP CHECK &amp; WEIGH-IN!</b></p> <p>2) List ALL rostered players by JERSEY NUMBER order [ If absent, injured, or disciplined - see below ]</p> <p>3) Exchange MPR forms with opposing P.A.</p>	Player Name	No.	OFFENSIVE PLAYS								DEFENSIVE PLAYS								
				1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8
	1																		
	2																		
	3																		
	5																		
	6																		
	7																		
	8																		
	9																		

**The Weigh in process - (only a, b, & c, for Flag)**

Prior to going to the scale, the Weighmaster will check for:

★ **This is when YOU need to check photos!!!!**

a) Mouthpiece, b) Athletic Supporter, c) Patches,  
d) Helmet, e) Cleats (1/2" long max) & f) that all other equip. is legal (visors, extra pads, etc.)

**At the Scale: (FLAG PLAYERS DO NOT WEIGH IN)**

a. The scale will be set for the max. game w. gt. + 1/2 lb.

b. If any player FAILS - write "WEIGHT" along with the actual weight in the "Completed Plays" area across from their name.

**Players may weigh stripped ONLY at their option**

**MPR Spotter information:**

**The following plays DO NOT count towards the MPR:**

1) **KICKING** an Extra Point after a Touchdown  
2) A play where a penalty caused the down to be re-  
3) Taking a knee or spiking the ball  
4) A play that is intended to avoid the MPR and does NOT "further the play" of the game.

**Game Report: (Head Coach)**

1) Did all eligible players on THIS TEAM get in all their  
Yes  No  If No - list no's here :  
2) Opponent's Team?  
Yes  No  If No - list no's here :  
3) At the end of the 3rd Qtr - (approx. mid-2nd half for were MPR forms checked & did all players that needed plays enter the game immediately & stay until finished?  
Yes  No  (If YES - list known injuries)

5) At any time during the game - was any team behind by 28 pts. Or more? Yes  No   
IF YES - do you feel that the "leading" coach did all that he could to prevent add'l scoring? Yes  No   
IF NO - include details on back  
6) In general, were you satisfied with the conduct of today's activities? Yes  No  (if No - details on back)

USE ADDITIONAL SHEETS AS REQUIRED

**Comments on Referee performance should be noted on the Orange Referee Scorecards.**

<b>NOTE:</b> Every Player shown on the Certified roster must be listed. Use these notes in the "Completed Plays" area as applicable: "WEIGHT", "ABSENT", "DISCIPLINE", "DROP", "INJURY", "EJECTED"									
<b>MANDATORY PLAY REQUIREMENTS</b>					<b>SCORING</b>				
Based on the # of eligible players present for this game									
<b>Flag</b>	<b>8U</b>	<b>Off - Def</b>	<b>QTR</b>	<b>1ST HALF</b>		<b>2ND HALF</b>		<b>FINAL</b>	
10 - Total	16 - 25 plyrs -15 Total	7 O/7 D	H	1	2	3	4		
5 - Offense	26 - 35 plyrs -10 Total	4 O/4 D	V						
5 - Defense	<b>TM 16-28 Plyrs 15-Total 7 Offense 7 Defense</b>								

Enter the number of plays req'd for this team - this game. →	<b>MPR's MUST be checked Flag &amp; TM - mid 2nd half 8U at the end of 3rd qtr</b>
--	--

<b>THIS TEAM</b> P.A. _____ Head Coach _____	<b>Opponent</b>	Head coach _____ P.A. _____
--	-----------------	--------------------------------

**DISTRIBUTION: White Copy - Your Assoc. Pres. <- Yellow Copy - This Team's Head Coach <- Pink Copy - Opposing Team (MPR chart only)**

# OEC MANDATORY PLAY FORM      9U - 10U - 11U - 12U - 13U - 14U

Date:	Scheduled Game Time:	Game Site:	(Circle One) Home Team - Visiting Team
-------	----------------------	------------	---

Your Association:	Team Name:	Division: (Circle One) <b>9U 10U 11U 12U 13U 14U</b>
-------------------	------------	---

Opponents Assoc. & Team:	Your Head Coach:	Your PA:
--------------------------	------------------	----------

<b>Instructions</b>	Completed Plays (Mark with an X)
---------------------	----------------------------------

	Players Name	No.	1	2	3	4	5	6	7	8	9	10	11	12
1) Fill out top information <b>completely</b> for your team/game and list players- <b>PRIOR TO EQUIP CHECK &amp; WEIGH-IN!</b>		1												
2) List ALL rostered players by JERSEY NUMBER order! If absent, injured, or disciplined - see below		2												
<b>A min. of 16 eligible Players are req'd in order to play</b>		3												
3) Exchange MPR forms with opposing P.A.		4												

**The Weigh in process -**  
Prior to going to the scale, the Weighmaster will check for:  
a. Cleats (1/2" long Max.), b. Helmets, c. Mouthpieces,  
d. Athletic Supporter, e. Patches, & f. He/She will verify that all equip. is legal. (visors, extra pads, etc.)

**★ ↑ This is when YOU need to check Photos!!!! ↑**

**At the scale:**

1) The scale will be set for the max. game w gt. + 1/2 lb.  
2) If a player FAILS - write "WEIGHT" along with the actual weight in the "Completed Plays" area across from their name. **Players may weigh stripped at THEIR option.**

**MPR Spotter Information:**

**The following plays DO NOT count towards the MPR:**

- 1) Kickoffs and Kickoff returns.
- 2) **KICKING** an Extra Point after a Touchdown.
- 3) A play where a penalty caused the down to be re-played
- 4) Taking a knee or spiking the ball
- 5) A play that is intended to avoid the MPR and does NOT "further the play" of the game.

**Game Report: (Head Coach)**

- 1) Did all eligible players on THIS TEAM get all their plays?  
Yes  No  If No - List #'s here:
- 2) Opponent's Team?  
Yes  No  If No - List #'s here:
- 3) At the end of the 3rd Qtr - did all players that needed plays enter the game immediately & stay until finished?  
Yes  No  If No - List #'s here:
- 4) Were there ANY ejections related to this game?  
Yes  No  If Yes - list known info below

Ejection (s) : \_\_\_\_\_

**NOTE:** Every Player shown on the Certified roster must be listed. Use these notes in the " Completed Plays" area as applicable: "WEIGHT", "ABSENT", "DISCIPLINE", "DROP", "INJURY", "EJECTED"

	MANDATORY PLAY REQUIREMENTS		SCORING					
5) At any time during the game - was any team behind by 28 pts. or more? Yes <input type="checkbox"/> No <input type="checkbox"/> IF YES - do you feel the "leading" coach did all that he could to prevent additional scoring? Yes <input type="checkbox"/> No <input type="checkbox"/> If NO - include details on back	Based on the # of eligible players present for this game.		QTR	1	2	3	4	FINAL
	10U - 14U	9U	H					
6) In general, were you satisfied with the conduct of today's activities? Yes <input type="checkbox"/> No <input type="checkbox"/> If NO - include details on back	16-25 - 10	16-25 players- 12	V					
	26-30 - 8	26-30 players- 10						
	31-35 - 6	31-35 players- 8						

USE ADDITIONAL SHEETS AS REQUIRED

**Enter the number of plays req'd for this team - this game**      **At the end of the 3rd Qtr - the game must be halted and MPR's must be checked.**

**Comments on Referee performance should be noted on the Orange Referee Scorecards**

Weighmaster: \_\_\_\_\_

<b>THIS TEAM:</b>	P.A.: _____ Head Coach: _____	<b>OPPONENT:</b>	Head Coach: _____ P.A.: _____
-------------------	----------------------------------	------------------	----------------------------------

## 2023 Certification Book Order

### Football Player

1. Roster
2. Player ID Cards: OEC Football ONLY:
  - a. Note before Certification ID player cards should be in front of the standard player contract.
  - b. After Certification All Football Player ID Cards should be in a separate binder to take a team to do weigh-ins.
  - c. ALL team books should be with each team at all times (the separate binder of Player ID cards will go with team at weigh-ins after Certification)
3. OEC Player Contract page 1/2 (Sleeve 1)
4. Geographical Waiver (if applicable) (Sleeve 2)
5. OEC Player Contract page 3/4 (Sleeve 3)
6. Proof of Age (Birth Cert, Passport) Note: Hospital Certificates are not acceptable (Sleeve 4)
7. Physical Fitness & Medical History Form- ORIGINAL color form, Front & Back (Sleeve 5)
8. Coach Trainee and Water boy/ girl paperwork will go after the last player's paperwork in the book.
9. Football Coaches USA Football Certificates (All in one sleeve after the last player)
10. BOTH CPR AND First Aid certificates (2 (two) for each football team are REQUIRED)
11. Mandated Reporting Certificate (All staff in one sleeve)
12. CDC Certificates ((if applicable) ALL in one sleeve)
13. Parent signed CDC forms for each player (All in one sleeve)
14. EMERGENCY ACTION PLAN - Last sleeve in the back of the team book
15. Translation From (if applicable)

### Cheerleader

1. Roster
2. Standard Player Contract page 1/2 (Sleeve 1)
3. Geographical Waiver (if applicable) (Sleeve 2)
4. Player Contract page 3/4 (Sleeve 3)
5. Proof of Age (Birth Cert, Passport) Note: Hospital Certificates are not acceptable (Sleeve 4)
6. Physical Fitness & Medical History Form- ORIGINAL color form, Front & Back (Sleeve 5)
7. Cheer Coach Trainee (16 or 17 years old and Student Demo (15 yrs. old) paperwork will go after the last cheerleader's paperwork in the book.
8. All Rostered Staff- YCADA Training Certificates
9. BOTH CPR AND First Aid certificates (2 (two) for each cheer team are REQUIRED)
10. Mandated Reporting Certificate (All staff in one sleeve)
11. CDC Certificates ((if applicable) ALL in one sleeve)
12. Parent signed CDC forms for each player (All in one sleeve)
13. EMERGENCY ACTION PLAN - Last sleeve in the back of the team book
14. Cheer Progression Sheet
15. Music License (if applicable)
16. Transportation Cards (all in one sleeve)
17. Translation Form (if applicable)

**\*\*ALL Contracts and Physicals must be the original forms issued by OEC\*\***