

## **2019 MSMPW TEAM BOOKGUIDE**

**ITEMS TO PURCHASE** (based on a team of 25 players):

- 3" –3 ring binder
- 150-200 sheet protectors
- 25-30 dividers with tabs
- 3 hole punch

### **OUTSIDE FRONT COVER**

Outside front cover and the first page of the book needs to indicate the following:

(This can be designed however you would like as long as all the information is on it)

1. Mt Spokane-Mead Pop Warner Association/INPWL
2. Team Name
3. Division of play
4. Head Coach Name and phone number
5. Team Manager Name and phone number
6. Team logo

### **THE CONTENTS OF THE TEAM BOOK WILL BE SEPARATED INTO 5 SECTIONS:**

**SECTION 1** - Medical Alerts/Acknowledgments, Certifications, Rosters

1. Medical Alert Form filled out and signed by parent
2. Concussion Acknowledgment Form signed by all parents
3. Certified Roster -The Association/League will provide Head Coach one (1) certified copy. Please have 4 copies in your book
4. Copy of field usage contract
5. Coaches Certificates
6. CPR Cards for parties at field all time

## **SECTION 2 - MPR's**

1. Mandatory Play Rule Forms (MPR) –The Association/League will provide each Head Coach one (1) certified copy of their team MPR form at official certification. Team Managers are responsible for making enough copies for the entire season for every game. MPR Forms are to be copied front and back on one piece of paper only. Please note that this is very important that you have these ready prior to weigh-ins. Please have a copy of home and away MPR sheet.

## **SECTION 3 - Older/Lighter in alphabetical order (will need title page in sheet protector prior to 1st O/L player card)**

**1st sheet protector –Player Card** Fully executed, stamped, and signed. Cut out game weigh in section area prior to start of season.

**Note:** Player card cannot be handwritten and **MUST BE TYPED**. Use the Player Card Template to fill in the applicable sections and print onto player cards provided by the association.

Information to be listed in the following order:

1. Year of play.
2. Place X for division of play (you can use a pen to check these boxes).
3. Weight at first practice –must not be more than 6 lbs. over or 3 lbs. under the weight limits for division of play.
4. Name on player card must match birth certificate or proof of age document. Legal name is to be in parenthesis when it doesn't match the name the participant uses. Name Jones, Legal name Smith –show as Jones (Smith).
5. Address and phone numbers must be filled out. The two phone numbers must not be the same.
6. Association (MSMPW) and league (INPWL)
7. 2" x 3" head and shoulders photo of participant. No hats, headgear or sunglasses in photo and must be within the last 2 years. Make sure the picture fills the whole box.

**2nd sheet protector -Absentee forms** In order of date and must be completed and signed by board member prior to each game. Only signature missing should be parent signature which needs to be obtained at next scheduled practice. You will be adding these in as the kids are absent for games but this is where they will be placed.

**3rd sheet protector -Participant Contract** Pages 1 and 2 fully executed. Always be sure you are using the current year contract.

**4th sheet protector -Birth certificate or approved proof of age document** See association for further clarification what would be accepted in place of certified birth certificate.

**5th sheet protector –Physical form** Completed by parent *and* physician with physician stamp and physician signature. The medical form cannot be older than January 1 of **current year**.

**6th sheet protector -Report Card (or Home School Form) with conversion calculation.** If needed also include the Scholastic Eligibility forms with progress reports.

**7<sup>th</sup> sheet protector-Code of conduct signature page** Signed by parent/guardian

**SECTION 4** - Regular Age in alphabetical order (will need title page in sheet protector prior to 1st O/L player card)

**Note:** Repeat the same guidelines found in Section 3 above for each regular age participant in Section 4.

**SECTION 5** - Misc Forms and Safety Information

1. Copy of code of conduct
2. Copy of concussion info sheets
3. Any other extra forms or copies

If you need some help please do not hesitate to ask questions. We are here to help you and your team succeed!