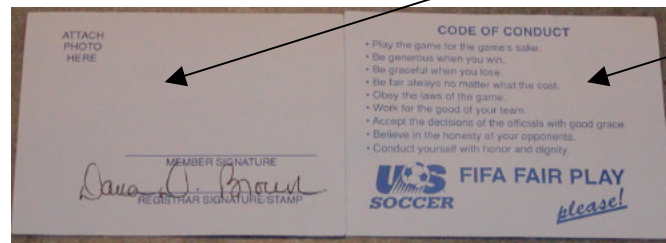


During the process of checking teams in for various state cups this year, some teams completed the process far quicker than others. In almost every single case, the delay was due to the method that the required documentation was presented. Hopefully the information below will be of assistance.

Player Cards

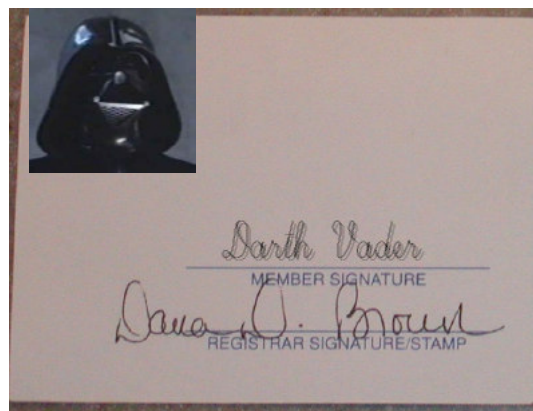
Every player and adult listed on the roster are issued a player card by the state office. Player cards are used in some league games and most tournaments to identify players, coaches and managers. Depending on the level of play and/or tournament, individuals without this documentation may not be allowed on the player's side of the field. The player card consists of 2 pieces, the actual player card and an identification card.



Steps needed to complete the player card:

Separate the player card from the identification card. At a convenient time (most teams find that a practice works best), bring the player cards, a pen and clipboard, and a camera (preferably digital). Take the first 15 minutes of the practice and have each player sign his or her card in the space provided. Then, in groups of 4, take their pictures. Make sure you get the player card (with signatures) back. The other (identification) half of the card has no official use—some coaches give them to their players while others hang on to them to use for raffle drawings at a year end party.

When ready to prepare the player cards, have a print ready for each group of your players. There isn't much room on the card for the photo, so a standard size print (3 x 5 or so) is sufficient. Cut out each player's face in approximately a 1 to 1.5 inch square. If each photo is not exactly the same size, no problem. Once you have the photos cut out, simply tape them to the card (scotch tape works best, as you can tape directly over the photo). Make sure to match the correct photo with the name on the card.



Once all the cards are prepared, they need to be laminated. Most schools have a laminator, and lamination services are available at teacher stores, some quick copy stores, as well as office supply stores. Important: All player cards **MUST** be laminated, including coaches and managers!

Once the cards have been laminated, the easiest way to keep track of them is punch a hole in one corner of each card and put them on a ring. Put the cards on the ring in the exact same (alphabetical) order that they are listed on the roster. Head coach first, then assistant coaches and managers, followed by players.

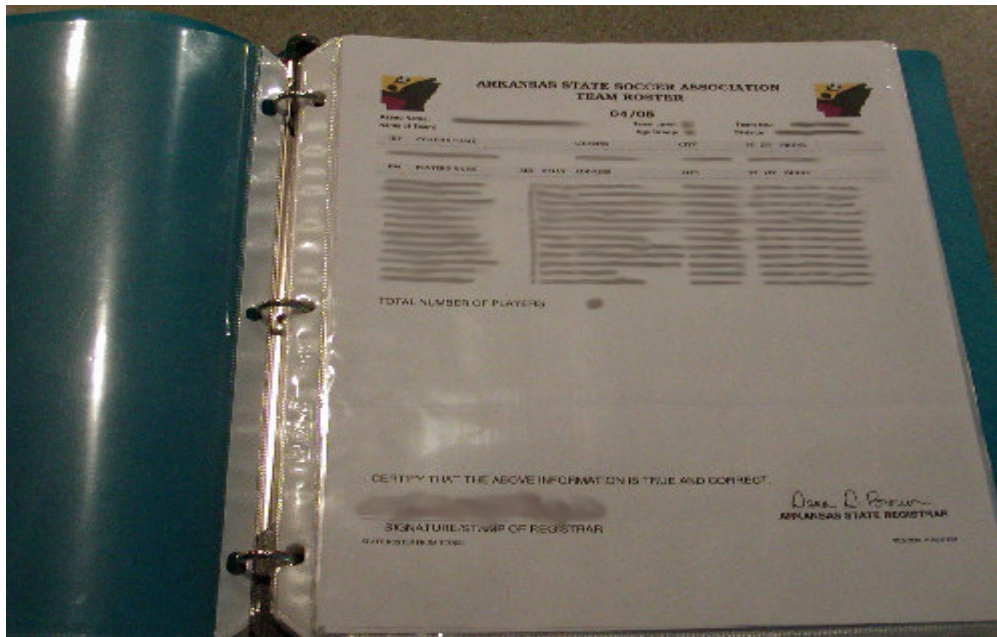
A neck lanyard makes it easy to keep track of the cards before and after games.



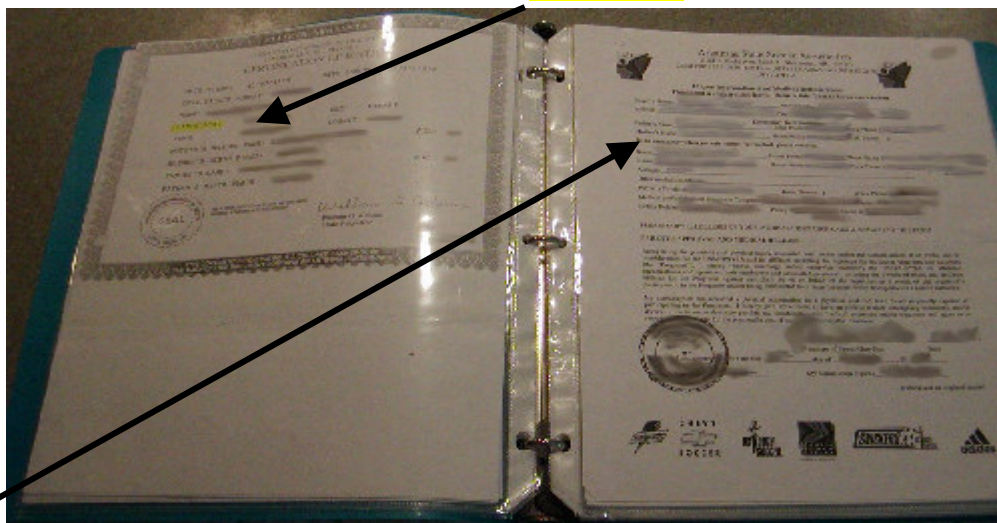
Player Information

Names and birthdates listed on birth certificates are checked against roster data at most tournaments. Medical releases are also a requirement. A 3 ring binder with sheet protectors has proven to be the most efficient method of organizing this data. It's a good practice to make a copy of each birth certificate and medical release in the event that the book assembled below is lost.

In the first protector, place multiple copies of the teams official state roster. Many tournaments ask teams to provide 1 roster copy for each game they play.



Player data is placed following the roster copies. Put the documents in the binder in the exact same (alphabetical) order that they are listed on the roster. Each birth certificate is placed on the left page, with the birth date highlighted so that it can be found quickly.



The medical release for the same player is placed on the right page.

Once you have all these documents compiled, take a few moments to make sure that the name and birth date on each player's birth certificate matches what is listed on the state roster. Data entry mistakes do happen, and they are far easier to correct at the beginning of a season rather than sitting at a tournament check in.