

CERTIFICATION BOOK INFORMATION FOR WEIGH MASTERS

Weigh Master reviews the opposing teams weigh book for both football and cheer. Books to be set up as follows:

- a. In Jersey Number Order Older lighters first then jersey number order for football, O/L alphabetically then alphabetically for cheer
- b. Compare MPR Sheet with the Certified Roster, mark appropriate players absent on MPR as needed then take MPR and go thru book checking off MPR to book. Be sure there is an absentee form in front of player card if absent. See absentee info below
- c. Verify information on each players.
 1. Check to see player card is certified by TCFC (stamp on picture, signature on League line and O/L stamp if applicable. If part if missing, ex. Signature, but stamped on picture go ahead and pass but have that team contact TCFC for update.
 2. Players Name
 3. Birth Date
 4. Picture and jersey number on ID card matches the child standing before you
 5. Circle whether they pass, fail or do not weigh. Write in the weight in the appropriate box for that game and date it.

Who is Present: The only personnel permitted in the weigh master area is the weigh masters. **NO COACH or ASSISTANT COACH or parents are to be within 20 yards of the weigh in** (as a guideline please adjust to your fields specifications). Weigh in shall be conducted in an area free of parents and coaches. (Parents may be present under certain conditions only, see below for details.) Weigh Procedure: Team is lined up in Book order.

Football: What To Look For: While checking the above information in the team book the weigh master will request each player steps forward one (1) at a time, the player shall state his/her name and date of birth, loud enough for the weigh master to hear. Take notice of absentee of consecutive games for medical issues. If a player has been absent for more than two consecutive games, question the reason. See medical issues below. Ask the player to state his/her name, jersey number and dob. The weigh master shall then instruct the player to step onto the scale, without cleats. Weigh in with pads for regular season, no helmet. The player shall gently step on the scale and remain still, once the weight is confirmed you notify the player that he/she is good to play. The weigh master will circle Pass, Fail, DNW (did not weigh), **write in weight** and stamp the book and date for each player sheet. The players should then thank the weigh master and return to his/her coach. Continue this procedure until all players are weighed in.

Player Does Not Make Weight Procedure: Weight can **not be any higher** than **0.4** from limits indicated for each division. (ex. 141.5 = 142 period) If the player does not make weight in his gear then the player must go to the end of the line and may wish to be weighed without his pads (shorts/underwear only). In this situation the parent may be present for the weighing of the child. It is important that you do NOT make the child feel uncomfortable in any way shape or form. The utmost discretion must be used. Be sure to use the strip weight at this time and no allowance for equipment. **There is absolutely no running then returning to weigh in. If he does not make weight he does not play!!!!!!**

Cheer: What to Look For: Each cheerleader and student demonstrator shall approach weigh master in the same format as football. The cheerleader/demonstrator/dancer shall state their name and date of birth. Be sure information matches documents same as football. Take notice of consecutive absentees for medical reasons. Same apply, see medical issues below. Be sure to check for all documentation is included in book as stated above. Girls do not weigh in.

Absent Players: All absentee players should have an absentee form over their card prior to coming to weigh in. Be sure the forms are filled out and signed to the best of your ability. Absentee forms are required for entire

season including playoffs and competitions. League signature does not apply until playoffs. Parent/coach/Assoc. signatures only during regular season.

Weigh Time: Weigh in should start 1 hour prior to the game and be completed 15 minutes prior to kick off. There is no weigh in after the start of the game. Late arrivals may sit on sidelines with jersey but **no** equipment.

Team Order: Opposing football team; then home team then cheer.

Book Stamping: The book is stamped by the home teams stamp in both books. Weigh masters will also stamp the Cheerleaders book after all Football players are finished. Cheerleaders will be in Older Lighter first alphabetical then alphabetical, the above will apply for the Cheerleaders as well with the exception of weighing the Cheerleaders.

Contested Player Paperwork: Weigh masters are to make a note of what they are contesting. If you are contesting a report card and the physical, birth certificates are in the book, and if the child is within the weight limit he/she is allowed to play. Please don't cause a scene at the field, your coach needs to put a request for investigation in writing to his/her league director. It is the Association director's responsibility to forward it to Gary Byerly or Pat Casey for investigation.

Medical Issues: If a child is absent consecutively with injury, they must have a doctors release to come back in. If the child is in a cast, it must be padded and approved by the referee on site. If the child was hospitalized or out with regard of a doctors instruction, they must have the doctor release the child back into play. If there are any issues questioning the ability to play, it must be presented prior to weigh in to be attended to.

BOOK RESPONSIBILITY: All books should be with the children at all times, during practice and games for the purpose of any medical, custody or any other issues that may need to be referred to. The books must follow the children.