

Policy No. 002
Issue No. 3
Date 7/25/25

Team Books Policy



Overview	To define the requirements of each team's "Team Book".
Policy	All Team Managers will carefully manage their teams' book to ensure all team information is organized and readily available.
Policy Guidelines	
Book Preparation	<ul style="list-style-type: none"> There will be one mandatory team manager meeting where books will be given out and instructions given for book preparation. <ul style="list-style-type: none"> 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. Team Books will be reviewed by player agent at practice fields during the first week for completeness. All players must have Code of conduct form signed, player contract completed, and sports physical turned in and placed in binder prior to practice.
Requirements	<p>Team Book MUST be at all of the team practices and games.</p> <p>Team Book will include the following (in order):</p> <ol style="list-style-type: none"> Binder Cover with Team Name, Grade, List of Approved Coaching Staff and Team Manager(s) (names and contact information). Team Roster – to be emailed to managers by PFJT&C once teams are finalized Coaching Staff information –No longer required in the book will be checked by a board member digitally. Code of Conduct (Policy 005) and Agreement Form Game Schedule / Optional Practice Schedule Practice Policy Player Attendance Log (blank and completed) MPR Policy PFJT&C MPR Policies 001a, 001b, and 001c (for team grade level) for defining what an "eligible" player is, include it here. Injury Report Forms (blank and completed) Grievance Policy Grievance forms

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	<p>13. Sponsorship forms</p> <p>14. Player Information (alphabetical)</p> <ul style="list-style-type: none"> a. Player Contract b. Physical Form c. Report Card – complete report card from the previous school year.
End of Season	At the close of each season, Team Book MUST be turned into the PFJT&C Board.
Associated Policies, Procedures, and Forms	<p>Player Attendance Log</p> <p>Policy 001a – Mandatory Play Rule Policy (3-4th Grade)</p> <p>Policy 001b – Mandatory Play Rule Policy (5-6th Grade)</p> <p>Policy 001c – Mandatory Play Rule Policy (7-8th Grade)</p> <p>Policy 005 – Code of Conduct</p> <p>Mandatory Play Form 3-6th Grade</p> <p>Mandatory Play Form 7-8th Grade</p> <p>Code of Conduct Team Agreement Form</p> <p>COVID-19 Waiver</p> <p>Injury Report Form</p> <p>Player Contract and Waiver</p> <p>Physical Form</p>
Approving Authority	PFJT&C Board
Responsible Party	<p>Team Level – Team Managers Coordinator, Team Managers</p> <p>Organization Level – PFJT&C Board</p>