

Good Afternoon!

Since the League will be conducting weigh-ins at program specific locations the following clarifications and procedures will be in place to help ensure a smooth process.

Prior to your weigh in date each program will need to have the attached excel spreadsheet completed and loaded on to a thumb drive for the CCFL Rep. The spreadsheet must be completed **by age** (NOT team), alphabetically listing each player Last and First name on the appropriate age group tab. This is the only information we need on the spreadsheet. Please save the spreadsheet with your programs name ie: **Weigh-Ins_Arbutus**. Please give the thumb drive to the CCFL rep to log in weights.

Players will line up by age group NOT team, in alphabetical order by last name. When they approach the scale:

1. ID must be presented (only to confirm child being weighed in, we will NOT be confirming birthdates, etc.)
2. state their first and last name
3. no shoulder pads
4. no helmet
5. no cleats

The CCFL rep will enter the weights into the spreadsheet and save the final spreadsheet to BOTH the laptop and the thumb drive, handing back the thumb drive. Programs will add the weights from the thumb drive to the final rosters prior to submitting. At this time, we are expecting final roster to be emailed to CCFLscores@gmail.com no later than 5pm on August 20. More details on Roster Certification will be communicated shortly.

If you have any questions, please reach out. We would rather you ask then to assume/interpret incorrectly and cause yourself more work or delays.

Kristen Ferguson
CCFL Administrative Officer