

COMMUNITY YOUTH FOOTBALL LEAGUE

CYFL CONTRACT BOOK INSTRUCTIONS

The contract book is a 3 ring loose leaf binder with clear plastic protect sheets. Both the binder and clear plastic protect sheets can be purchased at any business office products store.

The contract book must be organized in the following manner:

1. Roster must be the first page and it must be in alphabetical order
2. All Contracts must be inserted in alphabetical order
3. Contract must be on left side of open page
(Players number must be written on the contract in the upper left hand corner)
4. Birth certificate must be on the right side of open page
(Birth date must be highlighted on the birth certificate)

All contracts must contain player's signature; both parents signature or a reason checked why both did not sign. All contracts must be dated in the bottom left hand corner.

The contract book should be labeled on the front with the organization's name, age, and team number (if multiple teams exist within the age level).

For example: ANDERSON (6th) # 3 or
LAKOTA (6th) # 21 or
SHARONVILLE (6th)

The contract books must be turned into the weigh-in officials at Preview. Any player with no contract or incomplete contract **will not** play. If you forget your contract book, your team **will not** play. Contract books are not returned after Preview.

If you have a new player assigned to your team before Preview, insert the new player's paperwork in the correct alphabetical position in the contract book.