Road to Certification

Central Texas Pop Warner
Working together to get your team certified
Getting it all started with League One

Check out the League One Coordinator page on www.centraltexaspopwarner.com for some helpful How To docs.

• Steps to Certification…Using League One is as easy as 1,2,3!
  • **Step 1 - Registration:**
    • Manually registering a player
    • Running registration report
  • **Step 2 - Building your team/squads:**
    • Building a team
    • Assigning coaches and players to a team
  • **Step 3 - Certification:**
    • Editing a player profile
    • Validating a team and saving rosters

The Detailed Registration Report is the easiest way to get team parents the information they need to:
• Contact the team
• Build Player Cards
• Build Team Little Scholar Spreadsheet
League One Roster

• Using League One, each squad or team must have a League One Roster to use for Certification and during the season
  – Rosters must be ready to be APPROVED in league one by association presidents by the end of September/early October.
  – Head Coaches, Assistant Coaches and Team Parent should all be listed.
    • There may be no more than 1 Head Coach, 5 Assistant Coaches, 1 Equipment Manager, 1 Trainer and 1 Team Parent on the official roster.
    • Volunteer Application with a completed Background Check is required for each of these people
  – Information on this Roster must match the documents in the book (Participant Contract, Medical Form, Report Card, Birth Certificate, GPA from Little Scholars and on Participant Contract)
League One Roster continued

- **Participant name** MUST match the birth certificate.
- Please have contact information listed for the coaching staff
- Football only: Jersey number must be entered for HOME and AWAY
- **Player information** must match the Participant Contract AND player card
- **GPA** must come from the Little Scholars GPA form AND match the Participant Contract AND player card
- If a player is home schooled or pre-K, select “waiver” instead of “Report Card” in the scholastic fitness section.
Building Teams in League One

- Creating the Team ID - Football

<table>
<thead>
<tr>
<th>League</th>
<th>Association</th>
<th>Div. of play</th>
<th>Division</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central Texas</td>
<td>Four Points</td>
<td>JPW</td>
<td>DII</td>
</tr>
<tr>
<td>CT</td>
<td>FP</td>
<td>JPW</td>
<td>DII</td>
</tr>
</tbody>
</table>

CTFPJPW DII
Building Teams in League One

- Creating the Team ID - Cheer

<table>
<thead>
<tr>
<th>League</th>
<th>Association</th>
<th>Div. of play</th>
<th>Class</th>
<th>Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central Texas</td>
<td>Four Points</td>
<td>JPW</td>
<td>PW3</td>
<td>S</td>
</tr>
<tr>
<td>CT</td>
<td>FP</td>
<td>JP</td>
<td>PW3</td>
<td>S</td>
</tr>
</tbody>
</table>

CTFPJPPW3S
Pop Warner Verification Form

• All roads lead to this document – 2015 doc will be uploaded to the CTPW website soon
• This is what will be used to ‘pass’ your participants and books
• All items must be correct so that the player can participate
• To breeze through Certification day, please complete this form with the following:
  – Circle Football or Cheer
  – Association Name (ie: FPPW)
  – Division of Play
  – Team Name (ie: FPPW JPW Black)
  – Write each participant name in alphabetical order
Certification Book Order

There will be two binders

- **The Team Book (Book 1)** will contain a lot of personal information and must be kept in a very secure place but the Regional board asks that it be available at each game should questions arise.

- **The Game Book (Book 2)** is what is needed to be brought to each game for weigh-in and roll call.

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Team Book

- **League One Roster**
- Each Player will have a divider with their name on it and placed in the book in **ALPHABETICAL ORDER**.
- **Certified Copy of Birth Certificate**
- **Physical** (front & back page placed back to back in the sheet protector)
- **Player Contract** (front & back page place back to back in the sheet protector)
- **GPA Form & Report Card** (Placed back to back in the sheet protector)
- **Coaching Certificate** for each coach in order they are listed on the League One roster
- Injury report forms
- **League Documents** - Volunteer Applications for all who are on the field

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Game Book

- **All Player Cards** – **IN JERSEY ORDER**
- MPR Forms in game order after they are played
- Absentee Forms (used when necessary and placed behind the MPR form for that game)
Now that you know the book order, let's review what each item needs to look like to pass certification.

Because we want to go from this.......
To this....
Copy of Government Issued Birth Certificate

• Review the original (Check for a raised seal) but keep COPIES ONLY

• Please ensure that the copy is an exact duplicate of the original Birth Certificate

• Foreign Birth Certificates must be translated

• Each copy needs to be signed and dated by the President of your association.

• Copies certified last year can be used again but must be signed and dated again by the President of your association.
2015 Physical Fitness & Medical History Form

- **All** Fields Must be Complete
- Information on here must match the League One Roster and Birth Certificate
- If any of the Insurance Numbers are SSN, use just the last 4 digits
- Under the Section of Participant Medical History – please make sure each one is circled. If any are answered “Yes” – please enter Question # and Explanation
The 2\textsuperscript{nd} Page must be completed by one of the following Medical Professionals:

\begin{itemize}
  \item MD, DO, DC, PA, NP or APNP
  \item RNs are NOT acceptable in Texas
\end{itemize}

Height, Weight and Blood Pressure must have numbers listed.

Form MUST be dated AFTER January 1, 2015.
Physical Form Continued...

- **What about those kids who have fall birthdays???
  - If a player has a birthday in Aug/Sept/Oct/Nov, the Dr. will date the form the day they are completing it and may note the date of the physical on the form as well.
  - **Be aware** that these physicals WILL EXPIRE during the season and MUST be accompanied by a new form.
  - EX: Player with a 9/24 birthday will need a new physical form WITH NO DAYS LAPSED between the original form.
    
    *Keep BOTH forms in the certification binder.*
2015 Participant Contract & Player Consent Form

- 2015 forms are available in the FORMS section on the CTPW website
- All Fields (except for the “Pop Warner Official Use Only” Box) must be complete
- Information must match the League One Roster, Birth Certificate, and Little Scholars (GPA)
- Grade level is the grade the player is entering in the fall.
- Emergency contact can’t be the same as the parent listed on the form.

This is the GPA you get from the GPA form.

You can use white out to correct any errors or make changes.
Put the participant's first and last name at the top of the page.

Parent AND player must sign the form at the bottom of the page.

2015 Participant Contract & Player Consent Form

Continued

[Signature]

Date: 7-24-2015
2014-2015 Scholastic Report Card

• Student Name must be on report card
• Must be complete academic year with grades in all 4 grading periods
• If student has moved, must have all report cards
  – Unfortunately, this may mean you need to go back to your child’s school to attain report card
  – This proves Scholastic Fitness Requirement of 2.0/70% per Pop Warner Rules
  – If requirement is NOT met, the Scholastic Eligibility Form or Home School Eligibility Form must be completed
• Participants who are in Kindergarten 2015-2016 will need to complete a Scholastic Eligibility Form.
• Each participant will also need a completed GPA form which must be signed by the Association’s Little Scholars Coordinator
  – Tiny Mites DO NOT need a GPA form
  – The updated form with instructions will be uploaded to the CTPW website.
Coaches Certification

• Head’s Up Training is the new training course required by Pop Warner
• All coaches must complete training and print out the certificate
• The date on the certificate needs to be entered into League One
• The certificates must be placed in Book 1 in the order the coaches appear on the League One roster
Volunteer Applications and Badges

- 2015 Volunteer Application is available on the CTPW website
- Each Association is responsible for completing a Background Check on all adults who will be on the field for practice and games (typically coaches and team parents)
- Badges will be given to those on the official roster and MPR volunteers
Questions?
League One/Roster/Book Order / Documents

Next up:
Creating a Little Scholars GPA form and Little Scholars Team Spreadsheet.
Year – 2014/2015

Academic year

Make sure all 4 grading periods are complete.
This is the GPA Conversion Workbook. It has many tabs the first 3 are the most important:

1) **Instructions**

2) **GPA** – this is where you will enter the following information:
   1) Participant Name
   2) Conference – Central Texas Pop Warner
   3) Association
   4) Team Name
   5) Current Grade – the grade the child is entering in the fall

3) **PUB%** - this is the tab that most can use to enter the grades.

**STOP!** That is it. Don’t enter anything else on this page. It will be autofilled by the PUB% tab or other depending on the report card.

Do not enter in ALL CAPS – this will not pass. Regional was very clear on this.
This is the PUB% page. Most standard, one page report cards with a NUMBER grade will work with this page.

Notice the information at the top was autofilled by what you completed on the GPA page.

Many report cards have 2 language arts courses – you will need to enter the title of each course.
This is the lower portion of the PUB% page where you will enter Humanities – Art, Music, Religion and Electives – PE

Notice the GPA’s – These will autofill to the GPA Tab.
This is the grade the player is entering in the fall.

DO NOT use all capital letters. The form will be rejected by Regional/National PW.
• You will see 2 GPA’s.

• Use the “GPA ELIGIBILITY” as the GPA listed on the league one roster and the player participation form.

• The GPA All-American removed PE so is lower. This is the GPA used on the All American Application.

• If the GPA is in RED and says Non Eligible next to a GPA that is 96.5 or higher – it is probably because the player is in 4th grade or lower.

• Only 5th grade and above can be All Americans.

Print this sheet out. This is the GPA form that goes in the certification binder in front of the report card.
What to do with those 4 page Report Cards?

- Step 1 – Find the scale – Use the “key” on the report card to find out how many points they are using.

- This report card has 3 – SE, EI, NI so select the 3PT tab and input the grades there.

- The student with this report card got SE for all 4 grading periods.

- Based on the 3 PT grading conversion, you would enter 100 in Math for each of the 4 grading periods.

- You will then do the same for Language Arts (Reading & Writing), Social Studies, Science, etc.
What to do with those 4 page Report Cards Continued...

- The 3 Point Conversion shows you that:

  S or SE = 100
  N or EI = 86
  U or NI = 63

  The letter used doesn’t have to be a perfect match but should be the one that makes the most sense based on the report card.
This is the 2015 Little Scholars Spreadsheet – Each TEAM needs to have a completed spreadsheet.

<table>
<thead>
<tr>
<th>Association Name</th>
<th>Region</th>
<th>Division</th>
<th>First</th>
<th>Last</th>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
<th>Phone #</th>
<th>Scholar E-Mail</th>
<th>Grade</th>
<th>F/C/D</th>
<th>TeamSubr GPA</th>
<th>Admem</th>
</tr>
</thead>
<tbody>
<tr>
<td>SW</td>
<td>JPW</td>
<td>John</td>
<td>Doe</td>
<td>1234</td>
<td>Any City</td>
<td>TX</td>
<td>78288</td>
<td>2103928388 scholars@Association League</td>
<td>5</td>
<td>Football</td>
<td>LCP Range</td>
<td>99</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The above is just a sample... please delete Line 3 along with this message.

The above is just a sample... please delete Line 3 along with this message.
Enter the grade the child is entering in the fall.

You can cut and paste data from the player card spreadsheet.
Make sure this information is correct – this is what Regional and National PW uses to send out invitations.

This is the GPA ELIGIBILITY from the GPA form. Round to the nearest whole number.
- 99.49 or lower is rounded down to 99.
- 99.50 or higher is rounded up to 100.
Report Card, GPA Form and Little Scholars Spreadsheet questions???

Next up: Creating a Player Card
Creating the Player Card

- Each Participant will have their own card
- Cardstock Paper from Office Depot: Pink (cardstock number TBD)
- 2015 Player Card Spreadsheet will be available after this training session.
- Information on the card must match League One roster & Certification Book 1 Documents
- Headshot should show us the child
- AFTER certification, laminate the top half of the Player Card so no changes can be made after certification.
  - You can purchase half page laminating sheets on Amazon.com that fit perfectly!

Take pics of the boys with shirts on...no pool party pics please.
This is the 2015 CTPW Player Identification Card Spreadsheet. It has 3 tabs:
1) Instructions
2) Data
3) Player ID Card
**This is the Instructions Page** – We are introducing a new way to get the data onto the player cards more quickly using formulas that have been built into the Data page.

This is where that Detailed Roster from League One will come in handy!

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
<th>I</th>
<th>J</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>This spreadsheet is to be given to each team parent so they can populate data and create player cards.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>IMPORTANT: Do not move or delete any columns or rows in this spreadsheet unless it is noted in the directions below.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>THIS IS VERY IMPORTANT as data is copied from one worksheet to another using Excel formulas!</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td><strong>STEP 1:</strong> Complete the worksheet on the DATA tab for your team. Start on ROW 8.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>You can cut and paste information from your detailed team roster given to you by your league one coordinator. You will also need to refer to the Player Contract, Physical and 2015 PW Birthdate checker.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Column A: Last Name</td>
<td>This can be pasted from the roster. Please check the spelling against the player's birth certificate.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Column B: First Name</td>
<td>This can be pasted from the roster. Please check the spelling against the player's birth certificate.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Column C: Middle Initial</td>
<td>This can be pasted from the roster. Please check the spelling against the player's birth certificate.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Column D: Suffix</td>
<td>Jr, II, III, etc. goes here. Refer to the birth certificate and use the exact version listed there.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Column E,F,G,H: Address</td>
<td>This can be pasted from the roster. Please check the 2015 Participant Contract to make sure it matches.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Column I: Home Number</td>
<td>This can be pasted from the roster. Please check the 2015 Participant Contract to make sure it matches.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Column J: Work/Emergency Phone</td>
<td>This can be pasted from the roster. Please check the 2015 Participant Contract to make sure it matches. List the number as (512) 111-1234</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Column K: Emergency Contact</td>
<td>This cannot be the same name as the Parent/Guardian.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Column L: Weight at 1st practice</td>
<td>Use the list you compiled at the first practice.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Column M: Jersey Number &amp; Color</td>
<td>This will autofill into both the home and away boxes.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Column N: Birthday</td>
<td>This can be pasted from the roster. Please check the birth certificate AND Participant Contract to make sure it matches.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Column O: Age as of 7/31</td>
<td>Use the 2015 Pop Warner Birthdate Checker</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>Column P: Older/Lighter</td>
<td>Leave this blank. You will need to enter a Y in the box on the Player ID Card page for any players who are O/L</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>Column Q: Date of Physical</td>
<td>The date the Dr. signed the physical on the 2nd page of the 2015 Physical Fitness &amp; Medical History Form.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>Column R: GPA</td>
<td>Use the GPA you obtained for each player from the Little Scholars GPA Calculation Spreadsheet</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>Column S:</td>
<td>GPA needs to be a WHOLE number. This is the number you wrote on the Participant Contract and what goes in League One to create the certification roster.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>22</td>
<td><strong>STEP 2:</strong> Creating the Player Card</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This is where that Detailed Roster from League One will come in handy!
This is the data page – cut and paste the info for your entire team/squad from the detailed League One Spreadsheet into this spreadsheet.

Cut and paste the GPA from the Little Scholars Spreadsheet you just created!

Start on line 8.

It takes a few minutes to set up but then the player cards are a BREEZE!
<table>
<thead>
<tr>
<th>PARTICIPANT INFORMATION</th>
<th>CHEER</th>
<th>DANCE</th>
<th>FOOTBALL</th>
<th>FLAG</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIVISION OF PLAY (check one)</td>
<td>TM</td>
<td>NM</td>
<td>JTW</td>
<td>PW</td>
</tr>
<tr>
<td>Weight at 1st Practice:</td>
<td>50</td>
<td>Adult</td>
<td>Male</td>
<td>UNLIMITED</td>
</tr>
</tbody>
</table>

Last Name, First Name, Middle Initial: **DOE, JOHN S.**

Address (City, State, ZIP Code): **123 POP WARNER WAY, AUSTIN TX 78759**

Home Phone | World/Emergency Phone | Work/Emergency Phone | Home Phone | Work/Emergency Phone
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(512) 123-4567</td>
<td>(512) 468-5320</td>
<td>Emily Doe</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Association/League: **xxxx/CTPW**

Home Jersey Number & Color: 15 Black
Away Jersey Number & Color: 15 Black

LEAGUE CERTIFICATION OFFICIAL

Larry Shaw, Administrator

League Administrator’s Signature

President Signature

DATE OF BIRTH | AGE AS OF 09/01 | MEDICAL | CERTIFIED WEIGHT & DATE | CHEER CERTIFIED INSERT DATE | SCHOLASTICS | RECLASS|
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>09/01/1999</td>
<td>20</td>
<td>Y</td>
<td>7/23/2014</td>
<td>93</td>
<td>93%</td>
<td></td>
</tr>
</tbody>
</table>

TO THE BEST OF MY KNOWLEDGE AND BELIEF, I CERTIFY THAT THE INFORMATION ABOVE IS TRUE.

SIGNATURE AND DATE OF CERTIFYING OFFICIAL.
STEP 2:

Creating the Player Card
One the Data tab, copy the first player’s information (line 8) and paste it into line 1.
Select the Player ID Card Tab - you will see that the information has been autofilled.
If the player is O/L - enter the Y in that box.

You will need to put an X in the appropriate box for participant information (Football, Cheer, Dance, Flag)
You will need to put an X in the appropriate box for division of play (TM, MM, JPW, PW, etc.)
You will need to enter your ASSOCIATION name where the X’s are next to CTPW (ex: FPPW/CTPW)
Insert headshot of player in the image field. From the top toolbar on the HOME menu, select the INSERT tab and then select the PICTURE icon. Find the photo of the player and hit enter.
Resize the photo by right-clicking the mouse and change the width to 3” - make sure the lock ration aspect is on. You can make any additional adjustments needed.

Once completed for a player, save it as that player’s name (ex: DOE, JOHN) and then move on to the next player.
You will copy line 9, paste it into line 1 and insert the picture, save as for the player, etc.
Make sure to remove the Y in the older/lighter section

Save this spreadsheet and bring on a flash drive to certification along with all saved pictures. That way if there are any issues.

Helpful TIP

O/L is the only section that hates formulas so you have to enter a Y manually for all O/L participants.

Don’t forget to take it out for the next card!
To insert the picture, from the top menu, select INSERT and then PICTURES.

Right click on the picture to resize it – “3 usually works.

Adjust as needed.

Save As “Doe, John Player Card”

Print this page using the pink card stock.
Now what?

• Now that you know how to:
  – Gather the correct information from your parents
  – Put it into the Binder in the correct order
  – Enter the data into the GPA spreadsheet & Print the GPA Form
  – Make a player card

You are READY to get those teams certified, but just in case…

We will have a conference call 2 weeks out and 1 week out from certification to answer any last minute questions or concerns.

Because chances are, if you have a question…others have it too.
Mark your calendars for the **NO STRESS** certification Q&A Sessions

Monday, August 10\textsuperscript{th} at 7pm – Certification Prep Q&A Session

Monday, August 17\textsuperscript{th} at 7pm – Certification Prep Q&A Final Session

Call in information will be sent out one week prior.
After Certification, what’s next?

- You PASSED
  - Congratulations! Now get practicing!

- Found Some Errors
  - Come back with corrections

- Not all my players were here for weigh-in
  - Come back with missing players and book
Little Scholars Updates

• Each association will need to submit a flash drive with their team LS Spreadsheets compiled into one Master association spreadsheet with each team having their own tab listed in alphabetical order.

• For All American Candidates, I will need the following:
  – Hard Copy of All American Application
  – Addendum
  – GPA worksheet
  – Copy of Report Card

  – Each Association will need to submit these apps separated into separate large manila envelopes – 1 for Football, 1 for Cheer, 1 for Dance
Important Dates

• 8/22 - Certification – Westlake High School
  – 4100 Westbank Dr, Austin, TX 78746/Times TBD

• 9/5 – Opening Day!

• 10/1 - All Little Scholars Spreadsheets and envelopes with All American applications are due to me.
  – I will have a drop off option with a large window of time.
  – You can give these to your presidents to submit to me at the Executive board meeting on September 9th.

• 10/17 – CTPW Cheer Competition
  Play off dates and additional cheer competitions will be posted on CTPW’s website.
Questions? Email Stephanie Draeken at thedraekens@gmail.com or 512-751-8164

Thank you for being part of Central Texas Pop Warner.
We are looking forward to a great 2015 season!