



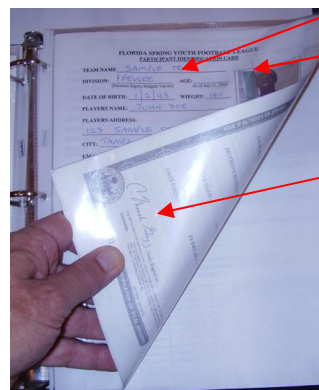
CHEER COACHES - WHAT TO DO DOCUMENT

(Updated 01/11/2010)

There are NO expenses required by the Cheer coaches and/or organizations except to collect player registrations. The FSYFL provides and pays for the following – Liability Insurance, Cheer Uniforms (T-Shirt, Shorts, Socks), Participation Medals and Trophies for Regional and Conference Championships, Game Fields, Game Schedules, Field Set up and Operations, Game Check ins.

All FORMS and paperwork mentioned in this document are available in the “Coaches Section” on the www.FSYFL.com web site

- ✓ **CHERLEADERS FILL OUT THE FSYFL CHEER REGISTRATION & MAKE PAYMENTS** - Each cheerleader must fill out the FSYFL Cheer Registration Form. These forms will then be attached to a “Cheer Coaches Payment Disbursement Form” along with the payment for the cheerleaders to FSYFL, 6821 Wayside Court, Tampa FL 33634. Teams typically collect these registration in groups. *PLEASE NOTE: Coaches can either hold onto all forms until all the teams cheerleaders registration and payments are complete, before sending them into the FSYFL, or send them in as they register their cheerleaders.*
NOTE: Ideally 50% of Cheer Registrations and payments should be into the FSYFL by Feb 1st , the additional 25% in by Feb 15th , and the final payments in by February 6th.
- ✓ **REGISTER YOUR TEAM** – All coaches for EACH team on an organization must go to the FSYFL web site Registration page and choose the “**REGISTER MY CHEER TEAM NOW**” link. This will begin the process of creating a team web site where all players are to be registered. Please see the instructions for this process at the end of this document. **ALL PLAYERS MUST BE REGISTERED THROUGH THIS PROCESS**
- ✓ **CREATE A FILE FOLDER FOR YOUR CHEER TEAM** – Create a file folder with plastic inserts for each of your cheerleaders. This folder will contain your cheerleaders Hard Card and FSYFL Liability and Medical Waivers. This Coaches File Folder will need to be presented at the Team Certification meeting that will be held ONE WEEK prior to the first game **If your organization is entering multiple teams you must have a folder for EACH team (i.e. each coach for each team should have one).**



Hard Card with photo in corner

Place FSYFL Liability & Medical Forms on back

- ✓ **CHEERLEADERS FILL OUT THE HARD CARDS** – These hard cards will need to be added to your team file folder. Copies of the Hard Card is on the FSYFL Website on the “Coaches Page”
- ✓ **CHEERLEADERS PARENTS FILL OUT FSYFL LIABILITY AND MEDICAL FORMS** These forms **MUST BE FILLED OUT BEFORE YOUR START PRACTICE**
Coaches should place these forms on the back of the hard card
- ✓ **CHEER LEADERS PHOTOGRAPHS** –These photos can be taken with an ordinary digital camera and stuck onto the Hard Cards in the square box provided. Photos need to be completed by the first game of the season.
- ✓ **SECURE A PRACTICE FIELD** – Practice fields are the responsibility of the individual coaches and/or organizations. Practice frequency and times are at the discretion of the individual coaches. The FSYFL insurance coverage only covers practices from the beginning of February each year.
- ✓ **COACHES PRE-CERTIFICATION MEETING** – Each Head Coach will be required to attend this meeting with their team file folder and roster. This meeting will be held at a location in each region by the FSYFL. At these meetings team file folders and player numbers will be certified. Coaches will be informed of the date and location of this meeting.
- ✓ **COACHES TIMELINE SUMMARY**

November – December - January

- Registering your team or organization with the FSYFL
- Start determining coaches for each team
- Start organizing registration dates
- Start advertising the program to your summer cheerleaders and coaches

January 1st

- Begin recruiting and registering your cheerleaders and getting payments

January 15th

- Register your team by going to the FSYFL web site Registration Page
- Start entering your players information into your Team web site

February 1st

- Secure a practice Facility
- 50% of your player registration payments should be into the FSYFL
- Start developing your Team folder (Hard Cards/Birth Certs/Med & County Forms)

February 15th

- Begin practice
- 75% of all payments should be into FSYFL
- Finalize Team Photos

March 1st

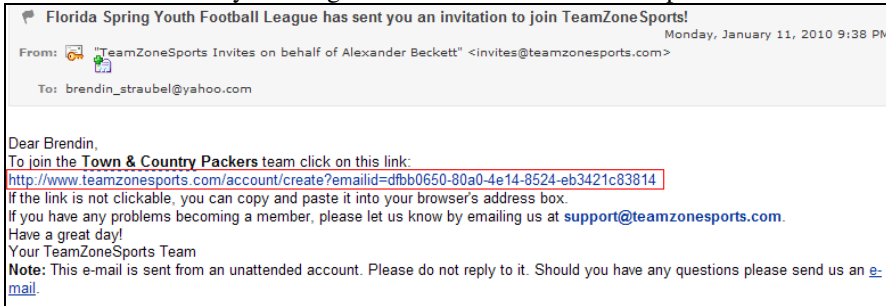
- Receive Uniforms from FSYFL
- Finalize last minute payments to FSYFL
- Attend File Folder Certification Meetings
- Receive FSYFL Schedules

March 6th

- Certify last minute additional players and payments

HOW TO REGISTER YOUR TEAM AND CHEERLEADERS FOR THE FSYFL TOURNAMENT

1. Go to the FSYFL Registration Page and Click on the “Register My Team Now” Link
2. Fill in the Registration Form and submit
3. Within 24 hours you will get an email from Team Zone Sports that will look like this



4. Click on the link. It will take you to the User Name and Password Set Up page. Choose a user name and password. **WRITE THIS DOWN** as it will be the user name and password you use to access your team page and roster.

Create a New Account.
 Complete the forms below and click **Join Now** to sign up.

First Name:

Last Name:

Email Address:

Verify Email:

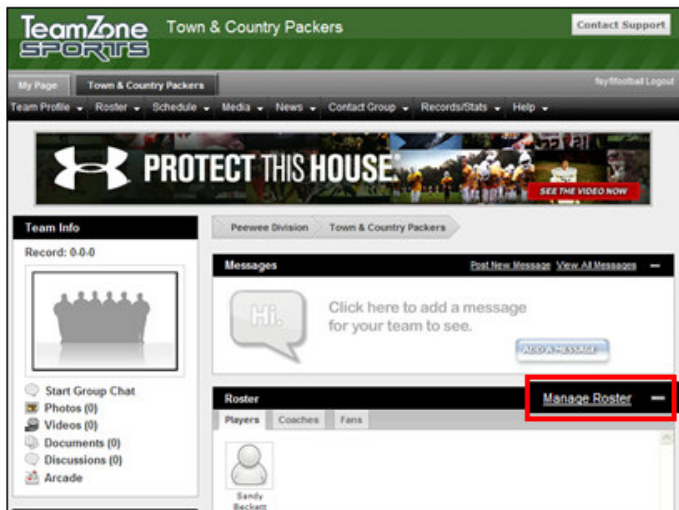
Username:

Choose Password:
*Password must be at least 6 characters long.

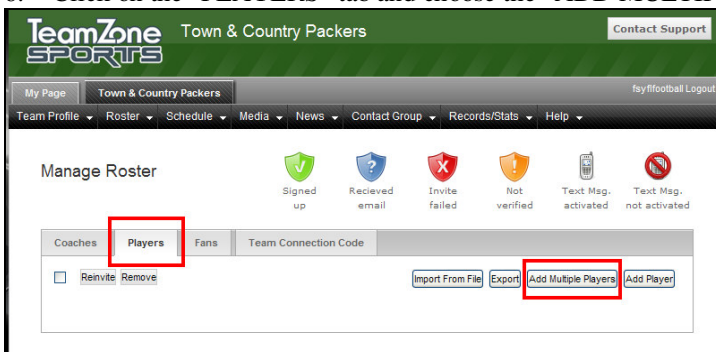
Verify Password:

Zip/Postal Code:

5. It will create your personal team zone. From here you can access your Team’s web site. Click on the “Manage Roster” Button



6. Click on the “PLAYERS” tab and choose the “ADD MULTIPLE PLAYERS” button (or you can add a single player)



7. You register all the CHEERLEADERS on your team roster by first adding their names and emails and click on “Save and Invite” button

Invite Member

Save and Invite

* First and Last Names are Required

First Name	Last Name	Email
Sandy	Beckett	indv8@Q3solutions.com

8. You then add their contact information by clicking on the “Contact Info” button

Manage Roster

Signed up Recieved email Invite failed Not verified Text Msg. activated Text Msg. not activated

Coaches Players Fans Team Connection Code

Reinvite Remove Add Coach

<input type="checkbox"/>		Brendin Straubel	brendin_straubel@yahoo.com			contact info
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Please Note: This process has created a team website. You can use all of the features that are offered to run your team if your wish. ALL THE FSYFL REQUIRES IS THAT YOU REGISTER ALL OF YOUR PLAYERS AS DETAILED ABOVE. This is the roster that the FSYFL will use to certify your file folders and handle payments