

## **Tournament Team Book Instructions**

There should be only one Tournament Book with information in a 3-ring binder. Any copies of documents for me need to be with the original documents. DO NOT put them into another binder.

The “Book” needs to be put together in the following manner to facilitate getting through the books when being certified. Certifications are timed just with the correct amount of time for me to review and approve everything.

Also, if you do not have the CORRECT documents for a player, do not place them on the affidavit and if they don’t have them by the time we are certifying the teams, they probably won’t get them. More than enough time has been given to gather the documents, and to be honest, you should have already seen them at registration. There should be no reason the correct documents aren’t presented to me with the proper information to approve a player. NO REASON AT ALL.

The book should be arranged the following way and each numbered category must be in a plastic sheet protector.

- Tournament Affidavit – Original and ONE (1) copy.
  - a. All the information completed.
  - b. President and Player Agent signed.
  - c. Manager of the team signed.
- The League Map – Printed out from the Little League DataCenter via the Affidavit system.
  - a. Signed and dated by the league President.
  - b. All of those players who reside in the boundaries and/or the school location(s) in your boundaries.
  - c. II (d) Waivers will be loaded on the map but outside of the boundaries.
- Player Documents
  - a. For NEW All Star Players
    - i. Originals Proof of Birth.
    - ii. Copy, Proof of Residency and ONE (1) copy.
    - iii. Original and ONE (1) Copy of Tournament Form
    - iv. Arrange in this manner;
      - 1. To remain in The Book after verified:
        - a. Tournament Form.
        - b. Proof of Birth – Original (give back to parent – Proof of Birth is not needed in The Book after certified – unless requested by LL Tournament Committee.
        - c. Player Verification Form – Filled out and signed by parent and president
        - d. The three (3) proofs of residency (may be copies – but I have the right to request to view originals if needed).
          - i. Please arrange in order of Group 1, Group 2, Group 3.
        - e. Medical Release Form.



- f. II (d) or any other waivers if applicable.
- 2. For me to have in case The Book is lost;
  - a. COPY of Affidavit
- b. For players who have played in tournaments prior to 2018:
  - i. Tournament Eligibility Form
  - ii. The 3 Proof of residency that I have previously reviewed signed off on.
- c. NOTE: If a player has MOVED, even within the boundaries of the league, I will need a NEW form AND the proof of birth, residency BY Group must be completed.
  - i. If they moved outside of your boundaries, then I must have a Regulation II(d) form and three documents, by the groups, attached to the form from the PREVIOUS address showing they did reside in your boundaries, OR the school form if that is what they have used.
  - ii. NOTE: If a player has changed schools and still attending a school in your boundary, they need to have a new school form.

## **BOOK CHECKLIST**

- Tournament Affidavit
- COPY of Tournament Affidavit
- Boundary Map
  - a. Players who reside in the boundary are indicated on the map.
  - b. Players who used School Form are indicated by the school location.
  - c. Number as per their order on the Tournament Affidavit.
- Copy of Boundary Map w/same information.
- For NEW Players, in this order in the sheet protector and one for each player.
  - a. Tournament Player Verification form
    - i. EVERYTHING completed on the form and type of documents checked off.
    - ii. SIGNED
  - b. Copy of Tournament Player Verification Form
  - c. Original Proof of Birth
  - d. Group 1 Document
  - e. Group 2 Document
  - f. Group 3 Document
  - g. Medical Release
  - h. Regulation II(d) (APPROVED)
  - i. Copy of II(d).
  - j. OR, if School Enrollment Form, Original.
  - k. School Enrollment Form Copy
- For Previous Players
  - a. Tournament Verification Form
  - b. The 3 documents approved with the form.
  - c. Copy of entire packet.

