



## Completing an Out-Of-Boundary Waiver Request

1. The parent(s) shall write a letter/ email to the residing league President for release as well as the out-of-boundary league President they are requesting to play for. **The letter shall contain the following information:**

- a. Player's Name, Date of Birth and League Age.
- b. Parents Name and Residing Address.
- c. Compelling reasoning on why they are asking for this waiver request.

**NOTE 1:** Any player, **regardless of age** who does not meet the residency/school requirements for the requesting league, must have approval to participate in any manner. There is no exception that allows children to play in regular season (as well as fall season) without approval from the Little League International Charter Committee/Region Office.

**NOTE 2:** Leagues should verify school eligibility and provide that option before submitting an out-of-boundary waiver request.

2. If both leagues approve the request, then the out-of-boundary League President shall forward the letter/ email to Brian Cripps, District Four Administrator.

**The League President shall include the following information in the request:**

- a. Name & League ID of both leagues.
- b. Player's Name, Address, DOB and League Age
- c. Proof showing the approval from the residing league.
- d. Their approval for the player to participate in their program

**NOTE:** Tournament eligibility must be requested in the letter if desired. In most cases, tournament eligibility is not permitted by the Charter Committee when a waiver request is submitted.

3. The District Administrator will add additional information to the request, and then forward to the West Regional office. The Regional office will review and decide if it needs to proceed to the Charter Committee. Dependent on the circumstances, the West Region may be able to approve. **If submitted to the Charter Committee in Williamsport, PA, their decision will be final and binding.**