



# Little League Tournament Training: League, Player & Manager/Coach Eligibility and Team Affidavit

MAY 30, 2024

# Agenda

## ► League Eligibility

- For a Little League® program to be eligible to enter a team or teams into the International Tournament (including the 8 to 10 and 9 to 11 tournaments) the following requirements must be met:
- The league must be chartered in an age-appropriate division(s) for which it wishes to enter a tournament team(s) no later than June 1.
  - Action Step: Ensure that your league is eligible to enroll in all levels of play in which it is participating, please review and update your league's charter to reflect any changes in team numbers that occurred after your charter application was submitted.
- The league must have scheduled and played, at a minimum, a 12-game (per team) regular season (no regular season required for Senior League), exclusive of playoffs and tournament games, for each division, or age-appropriate division, entering tournament prior to the first game in their respective tournament. See Regulation VII.
- For Junior Tournament eligibility, Senior League players league age 13 and 14 must have played in a minimum of eight (8) Regular Season games.

# Agenda

## ▶ League Eligibility

- ▶ All waiver requests (for the league, team, player, manager, and/or coach) of any kind must be submitted and approved not later than June 1.
- ▶ Team number revisions and fees incurred by the league must be paid in full by June 1.
- ▶ All tournament combination requests must be submitted through the Little League Data Center and approved no later than June 1. Only leagues with approved regular season combined team and/or interleague play requests will be eligible to request a tournament combination.
- ▶ Failure to meet any of the listed requirements could result in a team or teams being declared ineligible by the Tournament Committee at Little League International in Williamsport, Pa.

# Agenda

## ▶ **Manager/Coach Eligibility**

### ▶ **Must Coach in the league appropriate division.**

- ▶ 8-10: Manages or coaches in the minor or major division in regular season.
- ▶ 9-11: Manages or coaches in the minor or major division in the regular season.
- ▶ 10-12: Manages or coaches in the minor, major or intermediate division in regular season.
- ▶ Intermediate: Manages or coaches in the major or intermediate division in regular season.
- ▶ Junior: Manages or coaches in the Junior or Senior division in the regular season.
- ▶ Senior: : Manages or coaches in the Junior or Senior division in the regular season.
- ▶ If all age-appropriate managers or coaches in a division do not want to coach in the tournament, a manager or coach from another age division may coach if LL gives a wavier to that coach. This requires a letter signed by all managers and coaches in a division that they do not want to coach. DA sends the letter to Central Region requesting that the named coaches in the other division be allowed to coach in the tournament.

### ▶ **Must have completed the LL Diamond Leader Training Program: [Littleleague.org/Diamond Leader](http://Littleleague.org/DiamondLeader).** Provide Certificate of completion at Affidavit validation.

- ▶ If a manager or coach has completed the Diamond Leader training in a previous year, then there is no need to retake the course.
- ▶ Must complete Adult Course for Recognition of Child Abuse. See next 2 slides on how to sign up for USA Baseball Recognition of Child Abuse training.
- ▶ **If Manager/Coach is a President of a League, Manager/Coach must be approved by District Administrator.**
  - ▶ Send Carm an email request to Manage or Coach a team. Copy response from Carm and place it in the team binder.



# Agenda

## ▶ **New in 2024 Abuse Awareness Training**

- ▶ A. All volunteers in your league are required to complete Abuse Awareness.
- ▶ B. Please provide the number of volunteers in your league that completed the training.
- ▶ C. Please share how your league monitored compliance.
- ▶ D. Please specify which training method was used (check all that apply):
  - ▶ SafeSport
  - ▶ USA Baseball Abuse Awareness Training
  - ▶ Players Health
  - ▶ Praesidium
  - ▶ County or State Training
  - ▶ Other (please specify)

# Agenda

- ▶ **Local League and Child Protection Requirements** (Slide copied from November Presidents Slides)
  - ▶ To complete the Abuse Awareness for Adults course:
    - ▶ Please navigate to USABDevelops.com
    - ▶ Click “Register” at the top right of the page.
    - ▶ Go through the process of creating an account.
    - ▶ When creating an account, there is a space open for “Organization.” Type “Little League International.” It should pop up in the drop-down box.
    - ▶ After creating an account, Click the “My Profile” button in the top left menu and sign in.
    - ▶ Select the “Education” box midway on the web page.
    - ▶ Select the “Courses” box near the top of the web page.
    - ▶ Scroll to the “Abuse Awareness for Adults”.
    - ▶ Click on the “BASE Certification” followed by “Start Course” to begin the course.
    - ▶ When your course is completed, there will be a short quiz for you to complete.
    - ▶ To download/print the certificate, go to your name in the upper right-hand corner. Select “My Account” from the drop-down menu.
    - ▶ Go to “Courses” under “My Profile”. A certificate will be available under the course title for you to download and print. You must provide a copy of your certificate to your appropriate region director.
    - ▶ [Child Protection Program - Little League](#)

# Agenda

## Player Eligibility

- ▶ Each tournament player must meet the residency or school attendance Player eligibility requirements.
- ▶ Each player must participate as required by mandatory play as an eligible player in eight (8) games by the start of tournament play in their respective district, except for their school baseball/softball season and if the player is injured during the regular season.
  - ▶ There is no regular season game requirement for the Senior Division.
  - ▶ For a regular season injured player, a doctor's note is required stating the injury; dates when the player could not play and a release date for the player to play, again.
- ▶ Players must meet the age eligibility for the division.





# Agenda - New tournament players

## RESIDENCY AND SCHOOL ATTENDANCE

- Each player on a tournament team must either:
  - Reside within the league's boundaries and be able to provide proper proof of residency documents
  - Physical attend a school within the league's boundaries for the current academic year and provide proper proof of school attendance document
- Exceptions can only be provided under the following scenarios:
  - An approved waiver with tournament eligibility from the Charter Committee
  - A proper claim of regulation II (d) for a player falling under the regulation
  - A proper claim of regulation IV (h) for a player falling under the regulation
- Players who can produce a proper Tournament Player Verification form from a past season, with proper proofs and signatures, will NOT need to complete a new Tournament Player Verification form





# Agenda

## ▶ PROOF OF RESIDENCY

- ▶ A player will be deemed to reside within the league boundaries if:
  - ▶ A. His/her parents are living together and are residing in such boundaries; OR;
  - ▶ B. either of the player's parents (or his/her court-appointed legal guardian) reside within such boundaries.
- ▶ “Residence, reside,” and “residing” refers to a place of bona fide continuous habitation. A place of residence once established shall not be considered changed unless the parents, parent or guardian makes a bona fide change of residence.
- ▶ Residence documents must contain the full residence which includes parent(s) or guardian(s) name, street address, city, state and zip code information, **dated or in force between February 1, 2023 (previous year) and February 1, 2024 (current year)**, from one or more documents from the three groups.

# Agenda

## Documents

# PROOF OF RESIDENCY

## 1

### Group I

1. Driver's License
2. School records
3. Vehicle records (i.e., registration, lease, etc.)
4. Employment records
5. Insurance documents

## 2

### Group II

1. Welfare/child care records
2. Federal records (i.e., Federal Tax, Social Security, etc.)
3. State records
4. Local (municipal) records
5. Support payment records
6. Homeowner or tenant records
7. Military records

## 3

### Group III

1. Voter's Registration
2. Utility bills (i.e., gas, electric, water/sewer, phone, mobile phone, heating, waste disposal)
3. Financial (loan, credit, investments, etc.) records
4. Medical records
5. Internet, cable, or satellite records

# Agenda

## ▶ PROOF OF SCHOOL ATTENDANCE

- ▶ A player will be deemed to attend school in the boundaries if:
  - ▶ A. The physical location of the school where he/she attends classes is within the boundaries established by the local league.
    - ▶ NOTE: This excludes home schools, cyber schools, sports related schools, sports academies, preschools, or after school where a student participates outside the primary school the player is enrolled.
  - ▶ “School attendance” refers to the (place) physical location the player in question attends school during the traditional academic year. Once established, a location of school attendance shall not be considered changed unless the child is enrolled and attends another school or is no longer enrolled in or attending the previous school.
  - ▶ School attendance shall be established and supported by a document indicating enrollment for the current academic year, **dated prior to October 1, 2023, and with the physical location of the school. This does not include a student report card.**
  - ▶ LL School attendance form to be signed by principal, vice principal or district school staff.
  - ▶ If school has ended, please go to the school district administration office to have document signed. Remember it is the address of the school and not the administration building that is on the form.



## Little League® Baseball and Softball School Enrollment Form



The District and the local league will maintain this form and supporting documentation in their files. Completion of this form is only required ONCE during a participant's career, unless the school enrollment changes. A II(d) would then be required.

To Be Filled Out By Parent/Legal Guardian

Date: \_\_\_\_\_

League Name: \_\_\_\_\_

League ID#: \_\_\_\_\_

Player/Student Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

<b>Division:</b> (Check One)	<input type="checkbox"/> Baseball <input type="checkbox"/> Softball	<b>Level:</b> (Check One)	<input type="checkbox"/> Tee Ball <input type="checkbox"/> Minors	<input type="checkbox"/> LL (Majors) <input type="checkbox"/> Intermediate	<input type="checkbox"/> Junior <input type="checkbox"/> Senior
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Parent/Guardian Address: \_\_\_\_\_  
(Street) (City/State) (Zip)  
\_\_\_\_\_  
(Print Name of Parent/Legal Guardian) (Signature of Parent/Legal Guardian) (Date)

To be filled out by School Administrator, Principal, or Vice Principal

I, \_\_\_\_\_ of \_\_\_\_\_ School, located at  
(Print Name) (Print School Name)  
\_\_\_\_\_,  
(Physical Address) (School Phone Number) hereby verify that  
\_\_\_\_\_  
(Print Student Name) has enrolled and is attending the above named school for the \_\_\_\_\_  
(Year)

academic year prior to October 1st, of the current academic year.

This student has been enrolled as of \_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature) (Date) Title (School Administrator, Principal, or Vice Principal)

If the Charter/Tournament Committee subsequently finds that the information submitted as acceptable documentation regarding school enrollment/attendance now shows that the previously submitted information/documentation was falsified, misrepresented or insufficient, then Little League Baseball, Incorporated reserves the right to impose sanctions and/or penalties on all appropriate parties, including but not limited to players, coaches, league officials, and/or the league which could result in suspension and/or terminations with Little League Baseball, Incorporated.



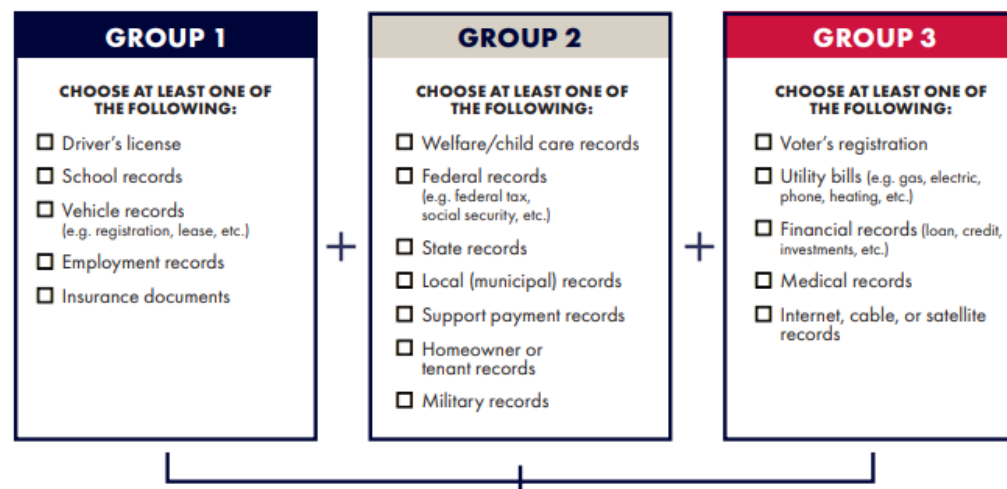
## Little League® Residency and School Attendance Eligibility Checklist

Players are eligible to play with that league only if they reside, or the physical location of the school where they attend classes is, within the boundaries provided to, and approved by, Little League® International. Complete Residency and School Attendance Eligibility Requirements can be found in the current year's Little League Official Regulations, Playing Rules, and Policies rulebook.

**NOTE:** Players who established "residence" or "school attendance" for regular season and/or tournament in a prior season using the Tournament Player Verification form, and can produce the form with proper proofs and signatures, will NOT need to complete a new Tournament Player Verification form.

**Residency Shall be Established and Supported by:**

Documents containing the full residence which includes **parent(s) or court-appointed guardian(s) name, street address, city, state, and zip code information**, dated or in force between February 1 of the previous year and February 1 of the current year, from **ONE** or more documents from **EACH** of the three groups outlined below:



**Note 1:** Three documents from the same group constitute only ONE document.

**Note 2:** Certain documents may be used in different Groups, but will count for only one Group per child. Example – If a water/sewer bill is used to satisfy Group II as a municipal record, that same bill CANNOT be used as a utility bill to satisfy Group III.

**School Attendance Shall be Established and Supported by:**

A document indicating enrollment for the current academic year, dated prior to October 1 of previous year, and with the physical location of the school from **ONE of the following categories:**

- ☐ The School Enrollment Form provided by Little League ([LittleLeague.org/SchoolEnrollmentForm](http://LittleLeague.org/SchoolEnrollmentForm))
- ☐ Official/Certified enrollment record, confirming current enrollment, that includes the school's physical address and the original signature of the school's senior administrator (principal, headmaster, etc.)

**NOTE:** A school-issued report card/performance record will no longer be accepted to establish school attendance.

# Agenda

## ▶ EXCEPTIONS:

- ▶ A. Approved waiver with tournament eligibility from the charter committee.
  - ▶ This is the letter that your league received granting a waiver of an out of boundary player and granting redshirt eligibility. This letter needs to be attached to your player tournament verification form.
- ▶ B. Regulation II(d): If a player who has resided or attended school within your league boundaries moves to a new residence or school outside your boundaries, that player can still play in your league with tournament eligibility, but you need to fill out a Regulation II(d) form and attach the appropriate past residency or school proofs. The form needs to be signed by the District Administrator. This form is attached to the player tournament verification form. See the following form in the next slide



## LITTLE LEAGUE® BASEBALL AND SOFTBALL

Report of Players Claimed under  
Regulation II(d) or II(a)

Date: \_\_\_\_\_  
League Name: \_\_\_\_\_ League ID#: \_\_\_\_\_  
League President: \_\_\_\_\_  
(Please Print)

Current Division (Check One)	<input type="checkbox"/> Baseball <input type="checkbox"/> Softball <input type="checkbox"/> Challenger	Level (Check One)	<input type="checkbox"/> Tee Ball <input type="checkbox"/> Minor League	<input type="checkbox"/> Major/Little League <input type="checkbox"/> Intermediate (50/70)	<input type="checkbox"/> Junior League <input type="checkbox"/> Senior League
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Player's Name: \_\_\_\_\_  
(Please Print)

Player's Date of Birth \_\_\_\_\_

1. Former Address Within Boundaries: \_\_\_\_\_  
Street City State Zip

2. Former School Location Within Boundary: \_\_\_\_\_  
Street City State Zip

3. Divisions Played and Year: \_\_\_\_\_

This claim under II(d) is being filed because

- ☐ The player's address or school location changed
- ☐ The league's boundaries have changed
- ☐ The player is a sibling of a player who previously qualified for II(d) or II(a)

Please indicate name of sibling that qualifies this player under Regulation II(d) or II(a) \_\_\_\_\_  
(Please Print)

Verification: League President: \_\_\_\_\_  
Signature Name

District Administrator: \_\_\_\_\_  
Signature Name

If the Charter/Tournament Committee subsequently finds that the information submitted as acceptable documentation regarding Regulation II(d) or II(a) now shows that the previously submitted information/documentation was falsified, misrepresented or insufficient then Little League Baseball, Incorporated reserves the right to impose sanctions and/or penalties on all appropriate parties, including but not limited to players, coaches, league officials, and/or the league which could result in suspension and/or terminations with Little League Baseball, Incorporated.

The District and the Local League will maintain this form and supporting documentation in their files. Completion of this form is only required ONCE during a participant's career.

# Agenda

## TOURNAMENT ELIGIBILITY AFFIDAVIT

- ▶ Tournament enrollment and tournament team affidavits are available in your league's data center. Affidavits are available, after you have enrolled in the tournament. Enrollment fee is \$300 for each team in the Little League (10—12) division and up. Enrollment fee for 8-10 and 9-11 divisions is \$150.
  - ▶ Need to enroll your tournament teams in each division. You can only enroll in a division that you are chartered in. If you forgot to charter in a division, you can still charter until June 1, 2023.
  - ▶ Click Manage Tournament Affidavits in your league's data center.
  - ▶ Have the following information ready for each team affidavit:
    - ▶ Current contact information for your League President and Player Agent
    - ▶ Manager/Coach names and contact information including address, phone, and email
    - ▶ The address (residence or school) that each player will be using to establish eligibility
    - ▶ The name and division of regular season teams for all players and coaches
    - ▶ Birthdates for all players
    - ▶ The number of games played for each player
    - ▶ Any approved waivers (II(d), IV(h), or Charter Committee)



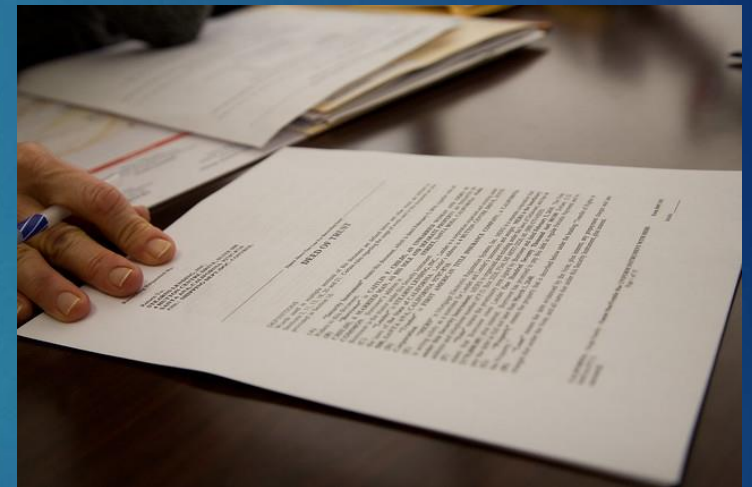
# Agenda

- ▶ TOURNAMENT ELIGIBILITY AFFIDAVIT
- ▶ Who can create or edit Tournament Affidavits?
  - ▶ League Presidents and Player Agents can create and edit Tournament Affidavits by default. Additionally, anyone may be granted the “Manage Tournament Affidavits” permission by the League President by editing his/her officer record.
  - ▶ [Tournament Affidavit FAQ - Little League](#)
    - ▶ The above link provides a video tutorial on how to complete affidavits. It takes 8 minutes to view. This link also has some FAQs regarding affidavits.

# Agenda

## TOURNAMENT ELIGIBILITY AFFIDAVIT

- Each league must complete a Tournament Eligibility Affidavit on the data center for each tournament team it wishes to enter
- Each player is entered onto the affidavit, including his/her name, date of birth, physical address or school address, and number of regular season games played
- Additionally, the manager and coaches are added, including their phone number(s) and email address
- Regular season teams are listed with the number of games played for the team



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# Agenda

## TOURNAMENT ELIGIBILITY AFFIDAVIT

- The affidavit, once completed, must be printed, along with the boundary map plotting the players to be presented to the District Administrator
- A Tournament Player Verification form is automatically created for each player
- Players with a proper Tournament Player Verification Form, and can produce the form with proper proofs and signatures, will be permitted to use that form (with documents) and will NOT need to complete a new Player Verification Form.
- Residency/School Attendance and all other eligibility documentation (“Eligibility Documentation”) shall be attached to Tournament Player Verification Forms for each player



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# LITTLE LEAGUE® BASEBALL AND SOFTBALL TOURNAMENT PLAYER VERIFICATION



Date Requested			(check one) <input type="checkbox"/> BASEBALL	<input type="checkbox"/> SOFTBALL
League Name			League ID#	
<b>PLAYER INFORMATION AND DOCUMENTATION</b>				
Player Name			Date of Birth	
(must be name as shown on the birth documentation)				
<b>TYPE OF AGE PROOF: (CHOOSE ONE)</b>				
<input type="checkbox"/> Board of Health/Registrar of Vital Statistics <input type="checkbox"/> Federal/Military <input type="checkbox"/> In-Lieu Statement (necessary document from all four groups)				
<b>RESIDENCY PROOF: (CHOOSE ONE OR MORE DOCUMENTS FROM EACH OF THE THREE GROUPS)</b>				
<b>ADDRESS OF PARENT OR LEGAL GUARDIAN</b>				
Street Address		City	State	Zip
<b>GROUP ONE</b>				
<input type="checkbox"/> Driver's License				
<input type="checkbox"/> School Records				
<input type="checkbox"/> Vehicle Records (i.e., registration, lease, etc.)				
<input type="checkbox"/> Employment Records				
<input type="checkbox"/> Insurance Documents				
<b>GROUP TWO</b>				
<input type="checkbox"/> Welfare/Child Care Records				
<input type="checkbox"/> Federal Records (i.e., Federal Tax, Social Security, etc.)				
<input type="checkbox"/> State Records				
<input type="checkbox"/> Local (Municipal) Records				
<input type="checkbox"/> Support Payment Records				
<input type="checkbox"/> Homeowner/Tenant Records				
<input type="checkbox"/> Military Records				
<b>GROUP THREE</b>				
<input type="checkbox"/> Voter's Registration				
<input type="checkbox"/> Utility Bills (i.e., gas, electric, water/sewer, phone, mobile phone, heating, waste disposal)				
<input type="checkbox"/> Financial Records (i.e., loan, credit, investments, etc.)				
<input type="checkbox"/> Medical Records				
Internet, Cable, or Satellite Records				
- OR -				
<b>SCHOOL ENROLLMENT PROOF: (CHOOSE ONE)</b>				
<input type="checkbox"/> Official/Certified school enrollment record dated prior to October 1 of current academic year				
<input type="checkbox"/> A Little League issued school attendance form completed by the school administrator, principal, or vice principal				
<b>SCHOOL ADDRESS</b>				
Street Address		City	State	Zip
Existing Waiver (if applicable): <input type="checkbox"/> III(d) Waiver <input type="checkbox"/> IV(h) Waiver <input type="checkbox"/> Charter Committee Waiver				
All residency/school attendance documentation must be attached to this form				

## VERIFICATION

**Parent or Legal Guardian Agreement:** By my signature below, I certify that all the information provided for this Tournament Player Verification is true and correct and provides the necessary documentation required by Little League to verify league/tournament age and residence/school attendance eligibility. If the Charter/Tournament Committee subsequently finds that the information submitted as acceptable documentation regarding league/tournament age and residence/school attendance eligibility now shows that the previously submitted information/documentation was falsified, misrepresented, or insufficient then Little League Baseball®, Incorporated reserves the right to impose sanctions and/or penalties on all appropriate parties, including but not limited to players, coaches, tournament teams, league officials, and/or the league which could result in suspension and/or terminations with Little League Baseball, Incorporated.

Name (Printed) of Parent/Legal Guardian	Signature of Parent/Legal Guardian	Date
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**League President's Verification:** I have reviewed and verified that the information presented here is true and correct and provides the necessary documentation required by Little League to verify league/tournament age and residence/school attendance eligibility. If the Charter/Tournament Committee subsequently finds that the information submitted as acceptable documentation regarding league/tournament age and residence/school attendance eligibility now shows that the previously submitted information/documentation was falsified, misrepresented, or insufficient then Little League Baseball, Incorporated reserves the right to impose sanctions and/or penalties on all appropriate parties, including but not limited to players, coaches, tournament teams, league officials, and/or the league which could result in suspensions and/or terminations with Little League Baseball, Incorporated.

Name (Printed) of League President	Signature of League President	Date
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**District Administrator's Review:** I have reviewed the eligibility documentation and player's original birth certificate, and the information presented here, to the best of my knowledge, appears to be acceptable under Little League standards and guidelines.

Name (Print) of District Administrator	Signature of District Administrator	Date
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NOTE: This form and attached original documentation must be retained by the player's parent or legal guardian as well as a copy retained by the local league. It is recommended that the District Administrator also maintain a copy.  
Last Updated: 5/12/2021



# Agenda

- ▶ Adding players to the affidavit
  - ▶ Adding additional players to the affidavit by any team requires that the additional players have been submitted through the Little League affidavit system.
  - ▶ A new affidavit has been created that includes new players. A new map generated. New player verification forms for additional players are generated.
  - ▶ The system saves your affidavits and allows you to edit.
  - ▶ Attach new affidavit to old affidavit.
  - ▶ If at the playing site, a team wishes to add new players, but the players have not been entered through the LL affidavit system then District staff needs to call Central Region to get a waiver for new players to play in that game.
    - ▶ That night or the next day the players are added through the LL affidavit system and the DA signs off at the next game.
    - ▶ If it is determined that the players are ineligible but they have played, then discipline from the Tournament committee could be as harsh as removal of the team from the tournament and possible charter suspension.
- ▶ Leagues with players on more than one tournament team
  - ▶ District would suggest that you list all the players in your affidavit for all the teams. The District will only validate players on the first team and one-time players on the second team. Once the first team is finished playing the district will validate the remaining second team players on the second team.
  - ▶ Second Team players already have their tournament verification forms.

# Agenda

## TOURNAMENT ELIGIBILITY AFFIDAVIT

- Eligibility Affidavit must be certified by the District Administrator or his or her designated appointee and presented by the team manager to the Tournament Director before every game
- The Eligibility Affidavit becomes official once the team plays its first tournament game
- The team manager must provide the affidavit (and supporting eligibility documentation) it to the Tournament Director at each level of play and prior to each game
- The affidavit and eligibility documentation must be reviewed by the Tournament Director at the Sectional, State, Divisional, Regional, and World Series levels of tournament play



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# Agenda

## ► Practice Pointers

- If you are using school attendance as proof of player eligibility, then use the school address for that player in the affidavit. **Do not use** the school district administration building address. Do not use the player's residence address.
- If you are using residence as proof of player eligibility, then make sure you have a residence proof from each group type and be careful on the date. **Date on the proof of residency must be between February 1, 2023, to February 1, 2024.**
- Use school attendance form if possible. It is the easiest to use. If the school is closed for the summer, then go to school administration building and get them to sign off on the school attendance form. **Remember the address used in the form is the physical school address and not the address of the school administration building.**
- If using residence, then we suggest using the driver's license, property tax bill (if parents or guardians own the home) and utility bill. If using a water bill, make sure the parents or guardians' name is on the water bill. The proofs need to be in the proper date range (see above).
- Please note that a cell phone bill is considered a utility bill so providing a cell phone bill with another utility bill does not work as different proofs for your 3 proofs.
- Driver's licenses sometimes are renewed after February 1, 2024, and then are too new and don't qualify as a document within the date range. Look at the issue date on the DL. If one DL is not good check with the spouse for another DL.
- We don't need a copy of the birth certificate, but we do need to see a certified copy of the birth certificate for the player. It is against the law to make a copy of a birth certificate. As soon as validation is completed, return certified birth certificates to the player's family. Birth certificates are not to be carried by the manager and coaches.
- Returning tournament players only need to provide their tournament player verification forms **with attached proofs.** Tournament player verification forms without attached proofs are not valid.
- **Tournament teams are required to have a minimum of 12 players on the affidavit.**
  - **Less than 12 players must be approved by the DA. There must be a valid reason for a team to be less than 12 players.**
- Before attending validation, conduct your own league validation of all affidavits.



# Agenda

- ▶ **LL Team Tournament Binder should contain, What Items Go Into a International Tournament Team's Eligibility Documents Book - Little League:**
  - ▶ This book is to travel with the team to each tournament site and be made available to the Tournament Director for review before the team plays its first game in that tournament. The following pieces of documentation need to be inside the book at the time of verification, and throughout the tournament season:
    - ▶ Tournament Affidavit. The affidavit is automatically generated as a part of the online Tournament Affidavit process through the Data Center.
    - ▶ A signed boundary map by the league president and District Administrator, showing the actual boundaries of the league, with locations noted for the residences of the parent or legal guardian (court-appointed) or location of the school for every participant named on the affidavit. This map is automatically generated as a part of the online Tournament Affidavit process.
    - ▶ A tournament verification form for each player listed on the tournament affidavit. These forms are automatically generated as a part of the online Tournament Affidavit process.
    - ▶ Three or more documents to determine residency of the parent(s) or legal guardian (court-appointed) or a document to support school attendance/enrollment for each player named on the tournament affidavit.
    - ▶ Verification of a valid birth certificate. Please note that while original birth certificates must be verified by each District Administrator prior to the start of tournament play, copies of birth certificates are **NOT** carried with each player's information.
    - ▶ Any waivers [i.e. II(d), IV(h), Charter Committee, etc.]



# Agenda

- ▶ LL Team Tournament Binder should contain:
  - ▶ Manager should also carry the Medical Release form for each player. This form (next slide) can be found at Littleleague.org. Here is the link:  
<https://www.littleleague.org/downloads/medical-release-form/>
  - ▶ If a president of a league is giving permission to manage or coach a team, a copy of the email giving that permission should be in the binder.
  - ▶ If a District Team advances to a State Tournament without play, then a copy of the email from the DA giving that team permission to advance must be kept in the binder.
  - ▶ Abuse Awareness Course Completion Certificates
  - ▶ Diamond Leader Training Certificate of completion
  - ▶ Physician's note for any player who missed regular season games that releases the player for full participation for the balance of the regular season and/or tournament play.
- ▶ Each team's eligibility book is to be returned by the Manager to the League President at the completion of that year's Tournament. The forms and documents are kept on file by the league because many can be used to establish the eligibility of players who are selected to a tournament team in a future season(s).
- ▶ Questions?



# Little League® Baseball and Softball MEDICAL RELEASE



**NOTE:** To be carried by any Regular Season or Tournament  
Team Manager together with team roster or International Tournament affidavit.

Player: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Gender (M/F): \_\_\_\_\_

Parent (s)/Guardian Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Parent (s)/Guardian Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Player's Address: \_\_\_\_\_ City: \_\_\_\_\_ State/Country: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

**PARENT OR LEGAL GUARDIAN AUTHORIZATION:** \_\_\_\_\_ Email: \_\_\_\_\_

In case of emergency, if family physician cannot be reached, I hereby authorize my child to be treated by Certified  
Emergency Personnel. (i.e. EMT, First Responder, E.R. Physician)

Family Physician: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State/Country: \_\_\_\_\_

Hospital Preference: \_\_\_\_\_

Parent Insurance Co.: \_\_\_\_\_ Policy No.: \_\_\_\_\_ Group ID#: \_\_\_\_\_

League Insurance Co.: \_\_\_\_\_ Policy No.: \_\_\_\_\_ League/Group ID#: \_\_\_\_\_

**If parent(s)/legal guardian cannot be reached in case of emergency, contact:**

\_\_\_\_\_  
Name Phone Relationship to Player

\_\_\_\_\_  
Name Phone Relationship to Player

\_\_\_\_\_  
Name Phone Relationship to Player

Please list any allergies/medical problems, including those requiring maintenance medication. (i.e. Diabetic, Asthma, Seizure Disorder)

Medical Diagnosis	Medication	Dosage	Frequency of Dosage

Date of last Tetanus Toxoid Booster: \_\_\_\_\_

The purpose of the above listed information is to ensure that medical personnel have details of any medical problem which may interfere with or alter treatment.

Mr./Mrs./Ms. \_\_\_\_\_

Authorized Parent/Guardian Signature

Date: \_\_\_\_\_

## FOR LEAGUE USE ONLY:

League Name: \_\_\_\_\_ League ID: \_\_\_\_\_

Division: \_\_\_\_\_ Team: \_\_\_\_\_ Date: \_\_\_\_\_

**WARNING: PROTECTIVE EQUIPMENT CANNOT PREVENT ALL INJURIES A PLAYER MIGHT RECEIVE WHILE PARTICIPATING IN BASEBALL/SOFTBALL.**  
Little League does not limit participation in its activities on the basis of disability, race, color, creed, national origin, gender, sexual preference or religious preference.

# Agenda

## ► Validation dates and times at the Elks Lodge on Good Hope Ave, Milwaukee

### Friday 6/14 (50-70) at 6:30 - 8:00 pm

Glendale: 6:30 pm

Lake Park: 6:50 pm

Mequon-Thiensville 7:10 pm

West Bend 7:30 pm

Whitefish Bay 7:50 pm

### Friday 6/14 Senior 8:10 pm

Beckum

### Friday 6/21 all divisions baseball and softball 6:00-9:30 pm:

### Saturday:6/22 all divisions baseball and softball 9:00 am – 1:00 pm

### Monday 6/24 all divisions baseball and softball 6:00 – 9:30 pm