

## It's Tournament Time Again

Congratulations, Managers, Coaches and Team Parents, your Team has qualified and been selected to play in the District 38 Little League Tournament of Champions (TOC), All District or Select Tournaments. To qualify there is additional documentation requirements we need to meet. The following outlines the documentation and process required to qualify your team. We are here to help, let us know what support you need. Again congratulations!

### **Tournament Documentation Requirements**

Do not input these teams into the Little League Data Center there is no boundary map required.

**Fillable Forms referenced below can be downloaded by going to [CA38.ORG](http://CA38.ORG) and the forms will be found within the 2026 Tournament Document section.**

Use the Little League District 38 Tournament Team Eligibility Affidavit (Fillable) Form to list the players, managers, coaches and other pertinent information. There is a maximum of fourteen (14) players (Intermediate Junior and Senior may have a maximum of fifteen (15) if rostering only one team), nor less than 10 except T-Ball and Farm. They may have a minimum of 8 on tournament teams not counting player replacements.

For Farm and T-Ball teams you can have up to five (5) manager/coaches. All other divisions are limited to three managers/coaches. If not listed, they will not be allowed on the field.

Once completed you will attach the completed Tournament Player Verification (Fillable) Form for each player. Listed below are the League ID#'s. This form requires several types of documentation to include for the player's age and residence. The documents required are as follows:


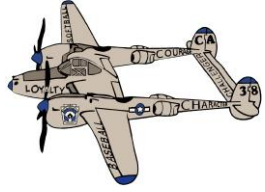
- TYPE OF AGE PROOF – This is the player's original birth certificate.
- RESIDENCY PROOF

**Residence shall be established and supported by documents containing full residence which include parent(s) or guardian(s) name, street address, city, state and zip code information, dated or in force between February 1 (previous year) and February 1 (current year), one from each of the three GROUPS outlined below.**

- GROUP ONE – This is one of five choices, i.e. a copy of the parent's driver's license indicating the residency address
- GROUP TWO – This is one of seven choices, i.e. a copy of the W2 tax return with the dollar amounts blacked out.
- GROUP THREE – This is one of four choices, i.e. a copy of the residence electric bill.

**OR** instead of the GROUP ONE, TWO AND THREE ABOVE

You can also use the School Enrollment (Fillable) Form for schools within your boundaries. The parent or guardian will complete the top half of the form and submit to the school to complete their section of the form.

	<p><b>DISTRICT 38 TOURNAMENTS DOCUMENTATION REQUIREMENTS AND INSTRUCTIONS FOR FILLING OUT THE REQUIRED FORMS</b></p> <p><b>REVISED 3/16/26</b></p>	
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You will include the current season Player Medical Release (Fillable) form, or the Leagues form.

**Submit the completed Tournament Team Eligibility Affidavit plus two (2) copy of the completed Tournament Team Eligibility Affidavit for certification by District 38 representatives.**

The dates and location for District 38 to certify your team will be announced prior to the tournaments.

**Once the certification is completed, return the original birth certificate to the parents.**

**Do not retain copies of the birth certificate.**

It will speed up the certification process if everything is organized and in a 3 ring binder with clear sheet protectors to protect the contents or an accordion file. Hard back binders are fine, but consider a soft sided one with a zipper, so that items don't fall out as you carry this important binder to your games. The order of placement of documents in your binder is as follows:

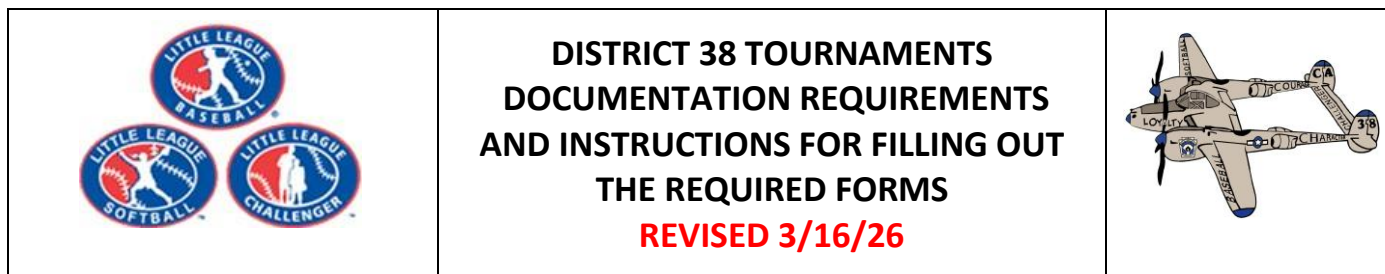
- Completed Baseball or Softball Tournament Team Eligibility Affidavit Form (8 pages)
- Completed Tournament Player Verification form for each player, the three types of Residency Proof or the School Enrollment form. Insert the completed Tournament Player Verification forms in the binder, in the order the players are listed on the Tournament Team Eligibility Affidavit.
- If it is a new Player Verification Form, insert the players proof of age document(s). Forms from previous years signed by the District do not need the proof of age document(s). They do require the proof of residence used when the player verification form was certified.
- Current season Medical Release form included with each players documentation
- For each Manager and Coach attach copies of their current Safety Card, Sudden Cardiac Arrest Certificate, Concussion Protocol Certificate, Abuse Awareness Certificate and the Diamond Leadership Certificate.

Once the Tournaments are over return the original completed Tournament Player Verification to the League because it can be used for the rest of the player's years at their leagues District 38 TOC, All District, Select and All Star Tournaments.

League ID#'s are as follows

- Greater Bellflower      405-38-03
- Hawaiian Gardens      405-38-05
- Lakewood                405-38-06
- Lakewood Village      405-38-09
- Long Beach              405-38-10
- North Long Beach      325595

**For detailed instructions on filling out the Team affidavit and Player verification form, see the following tips and instructions.**



**COMBINED LEAGUE FORM**

If the team is made up of players from more than one league, a combined team form must be completed on the Data Center. Each League must charter a team.

**TOURNAMENT TEAM ELIGIBILITY AFFIDAVIT**

Fill in the name of League, Tournament, whether TOC, All District or Select. Level of play, Minor B, Minor A, Major, Intermediate, Junior, Senior, Select 7, Select 8 or Select 9.

**Section 1-**The player’s name must be the same as what is on the birth certificate or court adoption papers– you may ignore the middle name or use the initial.

Baseball League age is the age as of August 31<sup>st</sup> of the current year. Softball is January 1 of the current year. Use the age chart found on Little League.Org under documents.

The birth certificate must be original and once the District verifies it, you can return it to the parents.

**Tip: Put player verification form, birth certificate and medical release in same order as they’re listed on Tournament Team Affidavit.**

**Section 2-**Manager and Coaches names. Must show proof of the certificates and card to the District. The District will initial that they saw the certificates or card.



**Section 3-** Fill in the name of the President and Player Agent and have the President and Player Agent sign and date. The District Administrator or his designated representative will sign it once the affidavit is approved.

**Put the form in its own sheet protector. REMEMBER – It is easier to add a player rather than delete them.** If at the affidavit check in you are uncertain about a player, don’t put them on. Once a player is on the affidavit and deleted, they can never come back to join the team. You can always add a player if they have met the qualifications.

**Note: If you add a player after the initial affidavit approval, fill out a new affidavit and attach it to the original one. The President and Player Agent will need to sign the updated affidavit and the District Administrator, or his designated representative will sign it after verifying the added players birth certificate and proof of address.**

**MEDICAL RELEASES**

The medical releases can be kept in its own tab in the notebook binder or put at back of each player’s packet (facing out for easy viewing). The District just needs to see that they have been done and are not part of the player verification form packet. Medical releases always need to be done each year and carried by the manager to all games to present to game officials.

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### **PLAYER VERIFICATION FORM**

The Player Verification form must be filled out for each player.

- Select the type of age proof. The first box is for the birth certificate.
- Check the box that applies for each of the residence proof or use the school enrollment form. If a waiver is being used, attach a copy.
- Attach a copy of each proof of address.
- If using the school form, the address line must be the school address.
- The parent or court appointed guardian must print, sign and date.
- The League President must print sign and date.
- After all the information is verified, the District will sign and date.

### **SCHOOL FORM**

Form must be filled out completely with students name as it appears on the birth certificate or adoption papers, Division and level of play.

Parent or guardians address and printed name signed name and date.

School administration must fill out the rest of the form and sign it.

You may also use the certified school enrollment documents.

**Note:** place all your documents back to back in separate plastic sleeves, so that the District does not have to pull the documents out and return them to the sleeves. This will save a lot of time. Place tabs to separate each player and coaches documents.