

AFFIDAVIT PREPARATION INSTRUCTIONS

INTERNATIONAL TOURNAMENTS

GIVE THIS PACKET TO THE PERSON WHO WILL BE PREPARING THE INTERNATIONAL ONLY TOURNAMENT AFFIDAVITS. Please follow the instructions precisely. Do not bring or send a book that you know will not pass

Outline:

- Page 1-2: General Instructions
- Page 2-3: Affidavit Preparation and Completion on Data Center
- Page 4-7: Binder Organization and Details

Binders should be verified by your league president. In the event a team advances the district administrator will verify the information in the book to ensure everything is correct.

GENERAL INSTRUCTIONS:

- All documentation relating to each tournament team must be organized in a 3-ring binder.
- Binders will be checked and verified and then given back to the League President or Team Manager.
- The Team Manager is responsible for taking the binder to each game and turning it into the tournament director at the start of each game.
- All players have to verify that they are eligible to play in your league. This can be achieved by one of two methods, school enrollment or by providing 3 pieces of documentation showing proof of residency.
 - School Enrollment
 - This can be used when the player attends a school within your league boundaries. You will need to complete the school enrollment form located on the Little League Website. <https://www.littleleague.org/downloads/school-enrollment-form/>
 - This must be typed, parent, and signed by a school administrator.
 - Proof of Residency
 - This option would be used if the player is homeschooled or attends a school outside of your league boundaries.
 - Residency information and documentation can be found on the Little League <https://www.littleleague.org/university/articles/residency-requirements/>

There are 3 basic sections to the Tournament Affidavit book.

- Affidavit Section (LL sorts by alphabetical order)
- Player Section (follow alphabetical order like on affidavit)
 - Medical Release form
 - **Waivers if you have any
 - Tournament Player verification (this is generated when the affidavit is created)
 - School enrollment form or proof of residency (you create this)
- Manager and Coach Section

- A copy of complete background check
- A copy of their drivers' license or other government issued ID behind background check.
- Diamond Leader certificate
- Abuse Awareness certificate

Things you will need before beginning the affidavit preparation:

- General information
 - League ID
 - Access to the Little League Data Center
- Players
 - Copy of the birth certificate
 - Regular season team
 - Number of games played
 - Signed medical release
 - School they attend if using the school for residency
 - OR
 - Parent address if using parent's address for residency and 3 proof of residency
- Tournament Team managers and coaches
 - Names
 - Phone numbers
 - Addresses
 - Emails
 - Regular season name
 - Drivers License copy
 - Copy of background check
- Regular Season Teams
 - Number of games played
- School information for each player
 - Name
 - Address
 - Phone number

AFFIDAVIT SECTION ON DATA CENTER:

The affidavit is completed online at the Little League Data Center.

You have to enroll in the tournaments prior to completing the affidavits. Once your tournaments are approved then you can create your affidavits.

- I. **You can use LAST YEAR'S TOURNAMENT VERIFICATION FORM if the players school or home address did not change**

- i. **If using a NEW verification form, you must provide a copy of the players BC with the binder, which ERIC will verify and give back to you. They will not need to stay in the binders once verified.**

Helpful tip-

If you are missing information or you make a mistake you can always go back and correct it and print your affidavit again. Everytime you change information in steps 1-5 the affidavit and map will need to be recreated on steps 6 and 7 to ensure the information is updated.

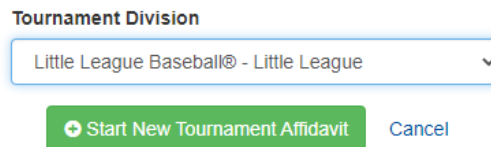
To get started

- Log into the Little League Data Center
 - <https://apps.littleleague.org/dc/Account/Login>
- Click on Manage Affidavits



- Click on “Start New Tournament Affidavit”
- Use the down arrow to select the correct division
Select “Start New Tournament Affidavit”

your league must be enrolled in the corresponding tournament division. Leagues are limited to one Tournament A



- Follow the steps in the Tournament Affidavit
 - Step 1- Verify the league officers
 - Step 2- Enter the schools in which all the players attend
 - Step 3- Enter all the regular season teams in that division
 - Step 4- Enter tournament team manager and coach information
 - Step 5- Enter the player information
 - Be careful on the birth date. It will accept today's date if you accidentally click on it.
 - For Eligibility type
 - “School” should be selected if you are using the player's school to establish residency
 - “Parent/Guardian Residence” would be selected If the player attends school outside of your boundaries or is homeschool.
 - Step 6- Print player map
 - Step 7- Create Tournament Affidavit by selecting “Download Tournament Affidavit PDF”
- The PDF will contain the affidavit as well as the Tournament Player Verifications. Parents will need to sign as well as the school.

BINDER ORGANIZATION

ORDER OF THE BINDER:

- Outside cover
 - Prepared cover with league name and division of play
- Front inside pocket
 - Three copies of the computer generated affidavit in the front left binder pocket.
- In the binder rings
 - Boundary Map
 - Player sheet protector
 - First sheet protector
 - Medical Release form
 - (Waiver if you have any)
 - Second sheet protector
 - Tournament Player Verification Form
 - School enrollment OR 3 proofs of residency
 - Manager/Coach sheet protector
 - First sheet protector
 - A copy of complete background check
 - A copy of their drivers' license or other government issued ID behind background check.
 - Second sheet protector
 - Diamond Leader certificate
 - Abuse Awareness certificate behind Diamond Leader certificate

OUTSIDE COVER: Clearly mark the League name and Division of play on the front of the notebook. EX. League Name, International Tournament, Minor Baseball

Make sure you are naming the binder with the appropriate name of the tournament.

LEFT INSIDE POCKET:

- Place the 3 computer generated copies of the affidavit in the left inside pocket.
 - Each copy must be signed by the League President, Player Agent and Manager.
 - Copied single sided and stapled.
 - Copy 1 will be the original. It must have live signatures. It must be signed by the DA and will travel with the team.
 - Copy 2 is for the District Administrator to keep
 - Copy 3 is for the League President to keep
- Affidavits are generated using the Little League Data Center. Only computer generated affidavits will be accepted. No handwritten corrections.

BINDER RINGS:

BOUNDARY MAP: The boundary map is generated when you complete the tournament affidavit on the Data Center.

- Place the first page of the map in the front of the sheet protector.
- Place the second page of the map behind the front page. (place it so that it is readable when turning the page).
- Use a second sheet protector if necessary.
- Maps must be signed and dated by the league administrator and district president.

PLAYER SECTION:

Each player will have two (2) sheet protectors in the book. Three items are required for each player, medical release form, player verification form, and proof of residency or school enrollment. If there are any waivers needed, Proof of residency can be established by using the school enrollment form or providing 3 proofs of residency.

1. In the first sheet protector, place the completed **Medical Release form**.
2. Behind the medical release form, but in the same sheet protector, put any **WAIVERS** you may have.
3. In the 2nd sheet protector, place the **Tournament Player Verification Form**. This is created when you create the affidavit.
 - Tournament Player Verification Instructions-
 - To complete each section of the form
 - Type of age proof
 - Check “Board of Health/Register of Vital Statistics” if you are using the birth certificate as age verification
 - Residency Proof Section-
 - Skip if you are using school enrollment.
 - If you are using the 3 proof of residency then you will need to check what type of proofs are provided.
 - School Enrollment Proof Section-
 - Skip if you are using the 3 proofs of residency.
 - If you are using school enrollment as residency proof then mark “A Little League issued school attendance form completed by a school administrator, principal, or vice principal”.
 - **Be careful... parents try to change the address! DO NOT LET THEM CHANGE THE ADDRESS. For Little League purposes the address on the form will be the address of the school.**
4. Behind the Tournament Verification Section form but in the same sheet protector, place the completed **School Enrollment Form or the 3 proof of residency**. (place it so that it is readable when turning the page).

■ School Enrollment Form Instructions-

- If the player resides and attends school within your league boundaries a School Enrollment Form may be completed to establish residency
 - You will create the School Enrollment Form.
 - The School Enrollment Form can be found at <https://www.littleleague.org/downloads/school-enrollment-form/>
 - Enter the league information, player name (exactly as it appears on the birth certificate), date of birth, and division information. The Parent/Guardian Address address.
 - Parent will need to sign and date.
 - A school administrator will need to complete the second part.
- Proof of Residency Instructions-
 - If the player is homeschooled or attends school outside of the league boundary, then the parent's address must be used to establish residency. To establish residency three (3) Proof-of-Residency documents are required
 - Further information can be found here <https://www.littleleague.org/university/articles/residency-requirements/>
 - If using the 3 proofs of residencies make sure that there is only 1 proof from each of the 3 categories. One from group 1, one from group 2, and one from group 3.
 - Addresses on the proofs must match exactly. No PO BOX can be used.
 - The parent name on the proof must match the names on the birth certificate. If it does not then you will need adoption records, court papers or a notarized statement. Speak to your district administrator or league official for more information.
 - Copy all proofs on one sheet and highlight the addresses. Make sure the name is visible as well.

5. Repeat the process for every player. You should have Two sheet protectors for every member on the team.
 6. Put the player's sheet protector in the order listed on the affidavit. Player number 1 on the affidavit should match the player in the first sheet protector of the binder.
- a. **You can use LAST YEAR'S TOURNAMENT VERIFICATION FORM if the players school or home address did not change**

- If using a NEW verification form, you must provide a copy of the players BC with the binder, which ERIC will verify and give back to you. They will not need to stay in the binders once verified.

MANAGER/COACH SECTION:

Each manager and coach listed on the Affidavit will have Two (2) sheet protectors. Four items are required for each manager and coach: a copy of the completed background check, a copy of driver's license or other government-issued identification, a copy of the complete Diamond Leader program certificate, and a copy of the complete Abuse Awareness program certificate.

- In the front of the sheet protector place the completed **JDP background check**. Then behind the JDP background check, place a copy of the **coach's DL or state-issued identification card**.
- In the second sheet protector, place the **Diamond Leader program certificate** (facing so it can be read when you turn the page). Then behind the Diamond Leader certificate, place the completed **Abuse Awareness certificate**.
- Repeat the process for all managers and coaches. Each Coach should have 2 protectors each.
- The manager sheet protector should be first, followed by the coaches. They should be in order as listed on the affidavit.