

# Little League Tournament Team Affidavit Process

## Tips and Information

Hello, Little League Tournament team manager! Congratulations on being selected by your league to manage this year's All Stars! Thank you for extending your volunteer time from the regular season into the Tournament/All Star season. You are about to assume even more responsibility as you represent your league in the WA District 9 tournament and if you're fortunate enough at State, Regional, and possibly even the World Series.

An important early step in your All-Star season will be creating a **Team Affidavit** that provides proof that all players on your team are eligible by age, live or go to school inside league boundaries, and have played in the required number of games during the regular season. While this may seem like a lot of work and detail just to let the players play baseball/softball, please understand this is Little League International requirement of every tournament around the world. These details rules and validation process are in place to ensure everyone is playing on a level playing field and to the same guidelines.

The information below will help ease this process. Please know that while you may have a team representative work with all parents/guardians to collect the information needed, **you and the league president are ultimately responsible for accuracy of the content**. Your team will not be able to participate in the tournament until the team affidavit is approved by a WA District 9 representative.

**Keep this binder in a safe place and with you at all tournaments**. It has personal, sensitive information in it about each player and their family so parents are entrusting you to handle the information responsibly. You will be asked to produce it at the start of the tournament and before each game.

### Tips:



**You will need access to the online Little League Data Center** (<https://apps.littleleague.org/dc/account/login>) to complete this affidavit. See your league president if you do not have access. **An Affidavit Instruction video** for how to use the online tool is available on the WA District website ([http://www.llwadistrict9.org/?page\\_id=942](http://www.llwadistrict9.org/?page_id=942)). **Take the time to watch this 10 min video** as it will save you considerable time and answer many questions.



Use a **3-ring notebook** with clear sheet protectors to protect the contents. Hardback binders are fine, but consider a soft-sided one with a zipper so items don't fall out as you carry this important binder around.

Order of placement in notebook:

- Tournament verification checklist
- Boundary map
- Combined league form (if applicable)
- Tournament Team Eligibility Affidavit (8 pages)
- Tournament Player Verifications with supporting documents
- Medical releases

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### 1. Tournament verification checklist

- a. Fill out league id #(s), League Name(s), and Division
- b. List the player names in the same order as what you place them on the map. Alphabetical by last name is preferred.
- c. Check off box that you have included the boundary map
- d. **D9 will fill out the remaining boxes which indicate paperwork submitted for residency or school enrollment, and waivers.**

### 2. Boundary Map

- a. The second page will be the number and the player name and address information. By filling in the second page first, it should automatically plot the player number on the map. If using the school enrollment form for the residency requirement, use the school address for the player. If the player has moved and a waiver is being used, use their original address (which could be the school address) within the boundary.
- b. First page is the boundary map marked with the number of the player (which will be listed on the second page) to the location of where they live. The president needs to sign and date this page.

### 3. Combined League form

If the team will be made up of players from more than one league, a Tournament Combination approval form must be provided by the Western Region. D9 will obtain this approval and provide you a watermarked stamped approval document.

### 4. Tournament Team Eligibility Affidavit

- a. **Page 1** – Fill in League president's day and mobile/home telephone numbers. Fill in league ID number(s). Fill in name of league, league ID city, state, and country. If more than one league, this will be the information for the sponsoring/primary league. Check the box for the level of play.
- b. **Page 2** – Need the signature of the manager with date, fill in the name of the president and player agent, and have the president and player agent sign and date. District Administrator will sign once the affidavit is approved.
- c. **Page 3** – List the name of the teams in the division, with the number of games played by the start of the tournament, regular season division played in, and league ID number(s).
- d. **Page 4 and 5** – At the top of page, list the manager name, email address, team code where they managed/coach during regular season, and phone numbers where they can be reached. Do the same for the 1 or 2 coaches.

List the order of the players with the name number that was used on the boundary map. Use the example of entering the information per the listing at the top of page 4. **NOTE: The player name must be the same as what is on the birth certificate** – you may ignore the

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middle name or just use the initial. **Note:** The number of games played by the player is the number they actually participated in, not the total games the team was scheduled for and played.

- e. The remaining pages (Player Replacement, Manager/coach replacement, Pitch Count Data Sheet) of the affidavit are left blank. Please print each page separately and when stapling together, turn the pitch count sheet backwards so it is easily available to report information at the end of each tournament game. **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 you are uncertain about a player, don't put them on. (if you have the information or partial information, keep that info in the back of the notebook.) 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.

### 4. Tournament player verification form

This set of forms (one set for each player) will take up the bulk of your effort. Depending on each player's circumstance, the what you will need the parents to pull together will vary. The table below shows a general guideline, with more details in the rest of this document.

Type	League Boundary Proof	ll(d) Waiver?	Birth Certificate	Other details
<b>New All Star</b>	Home or School	N/R	Required original	Will need to start from scratch
<b>Returning All Star:</b> No changes to address or school	N/R – verify prior	N/R	Not Req'd	Will re-verify prior paperwork
<b>Returning All Star:</b> New school	N/R – verify prior school enrollment form	Yes – fill in former school address	Not Req'd	If used school as prior proof. Can also just get school enrollment form from new school (if still in league bndry)
<b>Returning All Star:</b> New Home Address	N/R – verify prior home	Yes – fill in former home address	Not Req'd	If used home address as prior proof
<b>Returning All Star:</b> Played LL, but was not all star last year	N/R – verify prior	N/R	Not Req'd	If no other changes, <b>show proof of continuity of LL play.</b>
<b>Returning All Star:</b> but was not involve in LL last year	Home or School	N/R	Required original	Treat like new all star
<b>High School Baseball/Softball player</b>	Same as above	Same as above	Same as above	<b>Need proof of school roster and when season ended</b>

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Lost prior year's affidavit	Home or School	N/R	Required	Treat like new all star
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### a. New players for All-Stars

Fill out the following:

League name & League ID number (This should be the league they reside and were registered in, no need to add additional leagues here if combined leagues)

Player name (as shown on the birth certificate) and their birthdate

Mark the type of age proof – 99% should mark “board of health/registrar” box

**You will only use one of the two: 1) Residency proof OR 2) School enrollment proof. You do not fill out both. If your player's school is inside your league boundaries, the School Enrollment Form is recommended as it required MUCH less work and validation**

**Residency Proof:** Please note that for the residency proof that you need **one item from each of the 3 groups**. To make it easy, obtain a driver's license, a mortgage statement, and a utility bill. Then you have covered all 3 items. The address listed on these items must agree to the street address of the parent/guardian and the boundary map and the name on the account must be the parent/guardian. If the player and family is living with a relative or other persons and they pay the bills, those will not be acceptable as proof. All proofs must be dated between Feb. 1, 2018 and Feb. 1, 2019 or as in the case of a driver's license, be enforce during those dates.



**Tips:** If using tax record, you can NOT use a 1040 form that you filled out – it must be a government provided document (e.g. 1099 income statement). Black out any financial numbers you are not comfortable sharing. If using Utility bill, it must be from a public company, not a private entity.

**OR**

**School enrollment form** (only if not using the 3 proofs of residency)

- Fill in the league name, league ID #, player name and player date of birth
- Fill in division of play, parent/guardian address, printed parent/guardian name and signature and dated
- The school administrator will fill out the middle part of the form, with the name of the school, address and phone number. The year should be 2018-2019 and the date that shows when the student was enrolled. The administrator needs to sign, date and give their title.
- If the player has changed schools from last year and used the school enrollment form as the proof of residency, a II(d) form is needed.

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- b. **Returning All-Star:** If the player is a returning all star player from the same league, use the signed, approved player packet from last year. It should contain the prior verification form, a copy of the birth certificate, the proofs of residency/school enrollment form, and II(d) if it was required. If the player has the form for a prior year and did not play All-Stars last year – it is very helpful that you use a sticky note that indicates that the player played regular season in that prior year and has not broken service with the league.

### 5. Birth certificates

For new players or those who don't have the player verification form from prior years, district needs to see the original birth certificate **and be provided with a copy**. Please put the original in its own sheet protector so district can review it. See section 6 for where to place the copy. When the affidavit is completed and district has signed off on the birth certificates, please return them immediately to the parent/guardian.

### 6. Player information

The order of the player information is as follows:

- a. Tournament Player Verification form
- b. Original birth certificate (in its own sheet protector)
- c. Player verification form with 3 proofs of residency OR school enrollment form
- d. If needed – supplemental tournament affidavit sheet (mostly used for the upper divisions of play). This form indicates school games played that help qualify the player for All-Stars that did not meet the Little League 60% participation.
- e. II(d) waiver - if required.



Tip: Put a tab with player's name on each player packet sheet protector and put player packets in same order as they're listed on Tournament Verification Checklist.

### 7. 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). 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.

### 8. Other information to note:

**Injured Players:** If a player has not played in enough (60%) played regular season games due to an injury, it is up to that player's league Board of Directors to permit him/her to play for the All-Star team. If they are selected, include a note from the doctor and parent as to why they were unable

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to play. The doctor's note should include the date that the player was released from doctor care and now able to play. This will let the player participate in All-Stars even though they did not play in 60% of the regular season scheduled games.

A II(d) waiver form is required when the player moves to a new address anytime after the end of the prior season or changes schools. The form is needed for the following:

- a. Change of address within the same Little League boundary (e.g. moved within the Sammamish LL boundary to a new address)
- b. Change of address outside of the Little League boundary but wants to continue to play with the same league.
- c. Changed schools if used the school enrollment form as proof of residency.

Your league president will fill out these forms.

### League ID numbers:

League	LL#
Bellevue East	4470903
Bellevue Thunderbird	4470905
Bellevue West	4470901
Eastlake	4470913
Falls	4470902
Issaquah	4470912
Kirkland American	4470907
Kirkland National	4470908
Mercer Island	193065
Redmond North	4470911
Redmond West	4470915
Sammamish	4470909
Sno Valley North	4470914
Snoqualmie Valley	4470906