

District Managers,

The following instructions should be used to complete the required affidavit & documentation requirements for the LLB International Tournaments.

For 2013, the following documents from LLB are required & must be approved by the League President and the District Administrator prior to the first tournament game:

1. Either a Baseball or Softball Tournament Team Affidavit (one per team)
2. **New!** - A Tournament Player Verification form (1 per player) & supporting birth & residence documents as described on this form
3. A Medical Release Form (1 per player) – the manager should carry this to every game/practice

Affidavits, Tournament Player Verification Form & Supporting Documents:

Here is a link to the affidavits:

Baseball: http://www.littleleague.org/Assets/forms_pubs/tournaments/Affidavit_Baseball13.pdf

Softball: http://www.littleleague.org/Assets/forms_pubs/tournaments/Affidavit_Softball13.pdf

Complete the appropriate affidavit on the computer and sign in the appropriate places as indicated for the manager. Your League President can provide you with the requested LLB League ID #'s and contact information.

On page 3 – Player Information - be sure to fill in the regular season teams next to the codes in the table noting the # of games each team has played, the division & League ID #. You will use the respective team code on pages 4 & 5 to indicate the regular season team for each player along with the # of games they participated in. This will be used to determine if a player has met the 60% participation requirements. Be sure to also fill in the Manager/Coaches information on this page.

Pages 4 & 5 are used to identify the players on the team and the requested information. Note that in 2013 there is a separate Tournament Player Verification form which must be completed & signed by the parent & League President, and accompanied by the required proof of birth & residence documents for each player.

- Copies of the documents should be stapled to the form for each player & they should be presented to the District Administrator in the same order as the players are listed on the affidavit. This will help the DA to facilitate the approval of each player on the affidavit as there are no longer check boxes for the proof of birth or residence on the actual affidavit.
- Note that the DA must see the original birth certificate to approve the affidavit but once approved the birth certificate copy will be sufficient proof going forward so be sure that the copy is stapled to the Tournament Player Verification form & not the original.
- Proof of residence documents must be dated between Feb. 1, 2012 & Feb. 1, 2013. Dates ranges spanning Feb. 1, 2013 are acceptable but documents which are solely dated after Feb. 1, 2013 are not.
- The player documentation & proof of birth/residence documents can only be requested by district staff during district play. They must also be provided to the Tournament Director if your team advances to the next level of play. The game official cannot request to see the documentation.

Link to Tournament Player Verification form: <http://www.littleleague.org/Assets/tourn-player-verification.pdf>

The Player & Manager/Coach Replacement page should be left blank until needed for a replacement.

The **Baseball Pitch Count Data Sheet** or the **Softball Tournament Pitch Record** must remain attached to the affidavit & presented to the game official prior to each game.

A boundary map must also be attached showing your league boundary & where each player listed on the affidavit resides. Use the corresponding # next to the players name on the affidavit to show where they live on the map. This must be signed by your League President & the DA.

The completed package for DA approval must consist of the following pre-approved & signed by the League President:

1. Either a Baseball or Softball Tournament Team Affidavit (one per team)
2. A Tournament Player Verification form (1 per player) & supporting birth & residence documents as described on this form
3. A boundary map denoting player residences
4. Any waivers that are required for the team (if applicable)

Medical Release Form:

The Medical Release form should be carried by the Manager to each game/practice in order to ensure medical treatment in the event that the parents are not present. The DA does not need to see this when approving the affidavit.

Link to form: http://www.littleleague.org/Assets/forms_pubs/asap/Medical_Release_Form.pdf