On line Affidavit: Go to Data center, in order to enroll in tournament, any monies owed must be paid.

ENROLL in Tournament

Click: Start new Affidavit: Pick division, ie. 8/9/10, 9/10/11, etc.

1. League President and League Player Agent will be auto-filled from what is in the data center, verify the information.

Save and continue: you can always go back to edit.

1. School Addresses: If you’ve done affidavits before, the addresses should already be there for you but verify and edit if necessary. You may also add schools if necessary.

Save and continue

1. List regular season team names and number of games played for each team.

Save and continue

1. Manager and 2 coaches: Name, address, phone number, and team they coached using the “letter” of team from previous step.
2. Player: a. Name

 b. birth date

 c. eligibility type: either school address or physical residence.

d. team they played on

e. number of games they played (making sure they played 60% or more)

Save and continue

1. Map: auto generated from information you provided. Make sure none of the players are outside the boundary…they will show in red if they are! There will be 2 lines at end for signatures. League President must sign and District Administrator must sign the map.

It is recommended that you print map before moving on. You can go back and make changes and reprint as many times as you need to.

Save and continue

The affidavit will print along with a verification form for each player.

There is a support link at the bottom of each section if you need assistance along with a phone number. (Or call me, I may be able to help)!!

Manager’s Binder for Tournament

Affidavit: President Signature, Player Agent signature, Manager’s Signature

Map: President’s signature

Player information:

Tournament Player Verification Form for each player with either:

Three proofs of residency per player  **OR** school enrollment form for each player. (secretaries may not sign, only authorized school administrator). **OR** verification form and documents from previous tournament participation. If “graduating” from elementary to Middle school or Middle to HS, you must either get a new school enrollment form signed or use a IId form.

\*\*\*When using the school enrollment form, you may fill everything in except for the Principal’s signature. The line…”This student has been enrolled as of \_\_\_\_.” The date must either be the first day of the current school year up to October 1 or the first day they started school, ie, Kindergarten year, first year they transferred into the district! If a student enrolled after Oct. 1 of the current school year, 3 proofs of residency are required!

If using 3 Proofs of Residency: (one from each category)

Highlight the address on each proof of R. for ease at the review process

* No PO Box permitted
* If player moved, three addresses must match
* **Check dates of proofs: MUST BE Feb. 1, 2018- Feb. 1, 2019.**
* Name and address must be clear on each of the three documents
* Cannot use more than one of any type of proof, ie, cannot use 2 utility bills.

Medical Release form for each player.

Put player information in the following order:

1. Player verification form
2. Residency information or school enrollment form
3. Medical release form

Supply appropriate player waivers when applicable.

I will review every manager’s affidavit and sign off on each player. I sign the affidavit and map when all information is correct.