



*District 27 - California
Little League Baseball Inc.*



2011 All Star Tournament Affidavit Guidelines

- 1) Gather the birth certificates, proof of residency & sign up forms used by the players selected for the team, the scorebooks for the teams, and the waivers for your league.
- 2) Fill out the "Tournament Verification Checklist" and use it to track your documents used per player. This will aid in having complete information at time of certification. Please bring this with you to certification.
- 3) Type or print neatly in black or blue ink only. We must be able to read all information. Old versions of the affidavit are obsolete.
- 4) Only place player on the affidavit that are eligible by:
 - A) Verified birth date. Los Angeles county web site for birth records:
www.lavote.net/recorder/bdm_records.cfm
 - B) League verified proof of residence. You must be able to attach proof of residency that meets requirements as listed in *section B of the 2011 Tournament Team Eligibility Affidavit*. (Or Completed waiver spreadsheet with their proofs of residency if outside of boundaries)
 - C) Having participated in a minimum of 60% of the games that he/she was eligible to play. Late sign ups is not a valid reason for non participation in games.
- 5) List all of the teams by name in the Team Information area. Make note if the teams come from more than one division of play. You will need the scorebooks to list the number of games played by the team. End of season playoff games count for games played by the team.
- 6) Place the team manager's information in the manager's box; the first coach first in the coach's box (this one would be the one in charge if the manager was not there); and the second coach after the first in the same box. Your league may choose how many coaches will be eligible to participate. Remember that if you have:
 - A) 12 players or less, mandatory play will consist of six (6) consecutive defensive outs and bat at least one (1) time per player.
 - B) Thirteen (13) or more eligible players in uniform at a game, then every player on a team roster shall participate in each game for a minimum of three (3) consecutive defensive outs and bat at least one (1) time.
 - C) Even if your team has 13 or 14 listed on the affidavit and 12 or less are at the game when the announcing starts, mandatory play as listed in 6A will be enforced for the game.
- 7) Place the player information in the boxes on page 4 & 5. ABC order is preferred but not required.
 - A) Name belongs in box next to the player number.
 - B) Address belongs in the box below name. The form will allow you to type on more than one line for the information. For players that have been waived, USE the OLD address that places the family inside of your league's boundaries.
 - C) Birth date belongs in the 1/2 column box to the left of "Address Inside Map?"
 - D) "Address Inside Map?" question should be marked as YES.
 - E) Do NOT mark in the "Verification Checklist" area. We (District) will use this at time of certification.

F) Team code & Games played - use the codes & information listed from page 3.

G) Do NOT list any alternates on the affidavit.

- 8) If you used the Adobe version of the Affidavit (found on the Little League web site: <http://www.littleleague.org/tournamentresources.htm> (link is only available when you type it in for now) and completed the Affidavit on a computer, please print at least two (2) copies now. The first is for the team and the second is for the District Administrator. If your league would like a copy for their files, print another one for a total of three (3). We will be keeping 2 copies.
- 9) For Junior, Senior, and Big League teams: Fill out a "Supplemental Tournament Affidavit Sheet" and include school baseball team participation as listed. Call if you have questions or are unsure. This information needed may not be available once school lets out for summer.
- 10) Prepare a map for this team to bring to your appointment. You may use the copy of your league boundary map that District has on file and was distributed last fall. Make a mark on the map that is noticeable for each player on the team. Label the marks for each player with the corresponding player number from the affidavit. For players that have been waived, USE the OLD address that places the family inside of your league's boundaries.
- 11) If there are any players on the team that do not live within your league boundaries, include a copy of the waiver spreadsheet.
 - A) High-light the players on the spreadsheet and label them with them with their corresponding player number.
 - B) We (District 27) will include all three proofs of residency (from the waiver files) used to prove that they lived within your league's boundaries before. You do not need to include them now. This will be done for all teams advancing to the Section level.
- 12) Have all required persons sign the affidavit. (Team Manager, League President, and League Player Agent)
- 13) Have the responsible persons (guardian or parent) of each player fill out and sign two (2) copies of the medical release form. We need to see both copies of the medical release form for each player. Note: If you used the 4-part carbon-less sign-up and medical release form, you will be using the top two copies and only need to verify that there is an original signature on both copies.
- 14) Place the birth certificates, proof of residency, and medical release forms in the following order:
 - A. Place all (two copies per player) medical release forms in one pile, in order of the players listed on the affidavit. Paper-clip the pile and place behind the affidavit.
 - B. Birth certificate and a minimum of 1 proof of residency form (in the prior mentioned order) for player Number 1 immediately behind the medical release forms.
 - C. Birth certificate and a minimum of 1 proof of residency form for player Number 3 immediately behind the ones for player Number 2.
 - D. Continue the pattern for all players on the team.
- 15) If you have all 3 proofs of residency, you can include them with the other documents and your paperwork job should be complete. If you do not have all 3, they **WILL BE DUE PRIOR TO THE TEAM'S FIRST GAME**. You should use the attached Tournament Verification Checklist to keep track of what documents you have for the team.

- 16) Do NOT use staples or place the paperwork in a notebook / binder. We will be removing all documents and keeping most of it. You will be going home with a copy of the affidavit and a set of medical release forms to give to the team manager.
- 17) District has been advised that 'Abstract Birth Certificates' from California are no longer acceptable. They must be replaced now. Or please see www.littleleague.org for more information.
- 18) Appointments to certify the teams will be scheduled on an individual basis for all levels of Baseball and Softball. The location is at my home. 17701 S Avalon Blvd # 11 Carson 90746 Gate code:#0011 Some appointments will be scheduled at my work. Los Angeles Harbor College, 1111 Figueroa Place, Technology 118, Wilmington, CA 90744. Parking is available near the office in the main lot. My work number is: 310-233-4425. I normally work Monday to Thursday, 7:00 AM until 5:30 PM. Once tournament games begin, I leave around 3:00 PM and go to the field.
- 19) Call me if you are not able to make your appointment one week in advance as someone else might want your time slot. All teams must be certified by June 20th. Please do not wait until the last minute. I may not have any open time slots and you may not have time to correct any needed information.

Birth Certificate information for Los Angeles county

web site: www.lavote.net/recorder/bdm_records.cfm.

In Person Request: A valid photo ID will be requested when a birth record is requested in-person. Same-day service is available for births 1964 to present. Births prior to 1964 will be mailed within 20 working days.

1028 W. Avenue J2	Lancaster	(661) 945-6446	Hrs: 8:30 a.m. - 4:30 p.m., M-F
11701 S. La Cienega Blvd, 6th Floor	LAX Courthouse	(310) 727-6142	Hrs: 8:30 a.m. - 4:30 p.m., M-F
4716 East Cesar Chavez Avenue	Los Angeles	(323) 260-2991	Hrs: 8:30 a.m. - 4:30 p.m., M-F
7807 S. Compton Avenue	Los Angeles	(323) 586-6192	Hrs: 8:30 a.m. - 4:30 p.m., M-F
12400 Imperial Highway	Norwalk	(562) 462-2137	Hrs: 8:00 a.m. - 5:00 p.m., M-F
14340 West Sylvan Street	Van Nuys	(818) 376-3700	Hrs: 8:30 a.m. - 4:30 p.m., M-F

The Norwalk Facility is open 8 a.m. - 7 p.m. on the 3rd Thursday of every month.

Please return to Registrar-Recorder/County Clerk main page, click on [Branch Office Locations](#) for information about available services at the branch office nearest you.

Payment for in-person requests can be made by cash, check or money order. If paying by check, valid identification (i.e., Driver's License) of the signer is required and must be presented at time of request. Out of state checks are accepted.

Contact Information

17701 S. Avalon Blvd # 11 • Carson 90746 • Gate code:#0011

All (310) Area codes • Cell Phone: 897-0700 • Home Fax: 323-5558 • Work Phone: 233-4425 • Work Fax: 233-4684 – no cover needed – just note which league & team

You can email me at D27Operations@earthlink.net (home & limited cell phone viewing) or timmsne@lahc.edu (work viewing)