



District 27 - California Little League Baseball Inc.



2019 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) You may use the forms from the players that were approved last year and prior. These will be stapled, stamped, and signed by Jimmie L. Timms. I will give you the list tonight of who has been approved over the last five years. For the players on the list, you will ONLY need to get two filled out and signed medical forms for that player.
- 4) Give the "Tournament Player Verification" (dated 12-2-16) forms to the Parent/Legal Guardian of the players that **need** to be approved to be placed on the teams. Use the form that is provided on the District 27 web site: www.cad27.com/allstars.htm or make copies of the one given out tonight.
- 5) Collect the form and documents back from the Parent/Legal Guardian after it is complete. Do NOT staple the documents together.
 - A) The Parent/Legal Guardian will fill out the form and sign it.
 - B) It must be accompanied by a Birth Certificate.
 - C) And three Proofs of Residency or the School Enrollment Proof.
 - (1) For Residency – see list on the Tournament Player Verification form.
 - (2) For School Enrollment Proof – provide one or more from list on the Tournament Player Verification form.
 - D) One of the Proofs of Residency **MUST** be an original document.
 - E) The league President must sign and date each Player Verification form.
 - F) Make sure to fill in the League name and ID # on each "Tournament Player Verification" form. Note that your league ID # begins with 405-27-____. Contact me or your president if you need it.
- 6) Use the automated affidavit that is found online through the Data Center. You can get to it from the District website, under Player Agent. www.cad27.com (the affidavits should be available on or after June 1st). I will email/text you any updated information as I find it online through Little League.
- 7) You will need the following lists: regular season team names and divisions and the number of games scheduled for each team, schools inside of your boundaries, and the number of games each player played. More details about each is listed below. Please remember to click on "Save and Continue" as you go through the Affidavit process in the Data Center at each step. This will allow you to go back to where you left off if you need to stop or edit an Affidavit once it is complete.
- 8) Only place player in the affidavit that are eligible by:
 - A) Verified birth date. See the age chart in the 2019 Rule Book or that has been included with the forms packet given to you at the D27 meeting.
 - B) League verified proof of residence. You must be able to attach proof of residency that meets all requirements as listed in *Residency and School Attendance Eligibility Checklist document*. (Or

Completed waiver 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. See exceptions in Tournament Rules - Player Eligibility.

- 9) List all schools that will be used for your players that signed up with the *School Enrollment Form* on the School Information page of the Affidavit tool in the Data Center.
- 10) List all of the teams by name in the Team Information page in the Data Center. 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.
- 11) Place the team manager's information in the first row of the Coach in the Data Center; the first coach first in the next row (this one would be the one in charge if the manager was not there); and the second coach after the first in the third row. Your league may choose how many coaches will be eligible to participate. The maximum is one manager and two coaches (three total) per team. The managers and coaches may not be placed on more than one team. You will need their names, addresses, phone numbers, email addresses and regular season team names.

Note: There is a maximum of one Manager and two coaches on the field for the games. You may choose to have less but there must be one that stays with the players in the dugout throughout the game.

- 12) Next you will work on the players. You will need to know whether the players are verified through their parent's home address or the school they attend. If they are a Ild waived player, you will need to know either their former address or school.

Note: You must have 12 or more players on the team unless granted special permission from the District Administrator.

- 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 bat at least one (1) time.
 - C) Even if your team has 13 or more listed on the affidavit and 12 or less are at the game when the announcing starts, mandatory play as listed in A will be enforced for the game.
- 13) Place the player information in the Player section of the Affidavit tool. ABC order is preferred but not required.
 - A) Fill in the names, birthdates games player (by that player) and residency/school information including if they are a Ild for each player.
 - B) Do NOT list any alternates on the affidavit.
 - C) Remember that if they have moved or now attend a different school that what was certified last year, they become a Ild player (unless they want to provide new paperwork for the new address/school).
 - 14) You will save the work as you go through the process. You may go back and make changes as needed. There is a video of the Affidavit process on: <https://www.littleleague.org/tournament-resources/tournament-affidavit-faq/>
 - 15) Please print a copy now. The map will need to be printed first and then the affidavit. Make sure that all of your players (listed on the map) are in green. If any are red, they are outside of your boundaries. If they are red and should be inside of your boundaries, call me ASAP. Also, make sure that you can see each player on the map and they are not overlapping.

- 16) Now you will “download the affidavit” for printing. Please watch out when printing as last year, the system automatically printed the Player forms for each player. This was a lot of paper and ink and usually not needed. This copy of the map and affidavit is for the District Administrator to use during the tournament and will be retained by District 27. If your league would like a copy for their files, print another one.
- 17) For Junior and Senior teams that have one or more middle school/high school players on the team: 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.
- 18) If there are any players on the team that do not live within your league boundaries, include a copy of the waiver form for that player. This is to be attached to the Tournament Player Verification form. We will need the Proof of Residency forms from their former address that is within your boundaries.
- 19) Have all required persons sign the affidavit. (Team Manager, League President, and League Player Agent)
- 20) 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. We will be giving one set back to you for the tournament team manager to keep.
- 21) Place the paperwork 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 and map.
 - B. Tournament Verification form (and all documentation) for player Number 1 immediately behind the medical release forms.
 - C. Tournament Verification form (and all documentation) for player Number 2 immediately behind the ones for player Number 1.
 - D. Continue the pattern for all players on the team.
- 22) If you do not have a birth certificate and all 3 Proof of Residency documents or School Enrollment Proof for each player, they WILL NOT BE PERMITTED TO GO ON THE FIELD AND/OR DUGOUT AT TOURNAMENT SITE. The player will not be considered as certified until all documentation is received. You should use the attached Tournament Verification Checklist to keep track of what documents you have for the team.
- 23) Do NOT place the paperwork in a notebook / binder. Do NOT use staples. 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. We will be keeping the Residency and/or School documents and the Proof of Age documents for any player that is not complete.
- 24) 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.
- 25) For any player that was born outside of the United States, we will need to see a copy of their birth certificate from where they were born. We do not want a report from the embassy or report from the hospital. Passports will not work also.
- 26) 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, Drama Speech 103, Wilmington, CA 90744. Parking is available near the office in the parking structure. My

work number is: 310-233-4425. I normally work Monday to Thursday, 7:00 AM until 3:00 PM. Once tournament games (TOC and All Stars) begin, I leave and go to the field.

- 27) 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 10th. 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 only:

web site: www.lavote.net/home/records.

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. If the birth occurred from 1972 to 1977, the copy is not available the same day.

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.

Payment for in-person requests can be made by cash, check, credit/debit card 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. Cost is \$28 per copy.

Nola's Contact Information

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

Cell Phone: 310-897-0700 • Work Phone: 310-233-4425 • Home Fax: 310-323-5577 • no cover needed – just note which league & team on the page. Please let me know if you are faxing so I can go and check the machine.

You can email me at D27Operations@att.net