



District 27 - California Little League Baseball Inc.



2025 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 email you a list of who has been approved over the past years. If it is school, you must use the school listed.
- 4) Give the "Tournament Player Verification" 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 listed in the Player Agent online at: www.cad27.com
- 5) Give every player (parents) two copies of the medical release form. One set will be for the manager and the other set will be given to me. For previously certified, you will only need two medical forms.
- 6) 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. Copies are OK.
 - 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 of the two from list on the Tournament Player Verification form.
 - D) One of the Proofs of Residency MUST be an original document.
 - E) Remember that you will need back the two medical forms.
 - F) The league President must sign and date the form. You may use ink stamps for the printed name but the signatures must be real.
- 7) Please go into the Data Center soon to make sure that you have access to the Affidavits. I will text you when I see that it is open. If you do not have access, please ask your President to give you the permission in the Data Center.
- 8) Go into the Little League Data Center and click on the new link for Tournament Affidavits. You will only be able to "make" an Affidavit for the levels that you have entered (by the President).
- 9) Only place players on the affidavit that are eligible by:
 - A) Verified birth date. See the age chart in the Rule Book or that has been included with the forms packet given to you at the D27 meeting. You can also go on the Little League website to check the ages.
 - B) League verified proof of residence. You must be able to attach proof of residency that meets requirements as listed on the Tournament Player Verification Form. (Or Completed waiver with

their proofs of residency if outside of boundaries – note that Waivered players will need a Tournament Player Verification form as well.)

- C) Having participated in a minimum of 8 of the games that the team played. Late sign ups is not a valid reason for non participation in games. Talk to Nola for any player that has not played in at least 8 of the games. 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.

10) List all of the teams by name in the Team Information area.

11) Place the team manager's information in the Data Center; the first coach first in the coach's part (this one would be the one in charge if the manager was not there); and the second coach after the first in their area.

Note: You must have 12 or more players (up to 14) on the team unless granted special permission from the District Administrator.

Note that the instructions for entering information in the Data Center (#12) may change.
Training is scheduled for May 29th TBA.

12) Place the player information in their area. ABC order at this time is not required as the system will sort them into ABC order.

- A) Choose if you are using "home" or "school" for their proof of residency.
- B) Address belongs in the box below name. For players that have been waived, USE the OLD address that places the family inside of your league's boundaries (note: this may be an old school address)
- C) Finish filling out the player's information.
- D) Do NOT list any alternates in the affidavit.

13) If there are any players on the team that do not live within your league boundaries, include a copy of the new waiver form. 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. Note that you will use their old address that is inside your boundaries.

14) Print out the map for this team to bring to your appointment. Please check to see that all of the players are inside the map (green and not red) before printing. If someone is not inside, call Nola for help. Do not print the map or the Affidavit yet.

15) Please print at least one copy of the Affidavit now. Note that the quick print function will want to print up to 20 pages. You only need to print the first 8 pages. If your league would like a copy for their files, print another one for a total of two (2). We will be keeping one copy.

16) 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.

17) Have all required people sign the affidavit. (Team Manager, League President, and League Player Agent)

- 18) Place the paperwork in the following order:
- Place all medical release forms in one pile, **in ABC order**. Paper-clip the pile and place behind the affidavit.
 - Tournament Verification form (and all documentation) for player Number 1 immediately behind the medical release forms. **Note that this is also ABC order.**
 - Tournament Verification form (and all documentation) for player Number 2 immediately behind the ones for player Number 1.
 - Continue the pattern for all players on the team.
- 19) If you do not have 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 Tournament Verification Checklist (from the website) to keep track of what documents you have for the team.
- 20) Do NOT place the paperwork in a notebook / binder. Do NOT use staples. We will be removing all documents and keeping all of it. We will be keeping the Residency and/or School documents and the Proof of Age documents for any player that is not complete.
- 21) 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.
- 22) Appointments to certify the teams will be scheduled on an individual basis for all levels. Plan to bring the paperwork to the TOC games. Once tournament games (TOC and All Stars) begin, I leave and go to the field by about 3:30 pm Monday through Friday. We can also meet at a restaurant before or after the TOC games. We usually meet Spires on the corner of Western Ave and Sepulveda Blvd.
- 23) Call me if you need help with anything. Please do not wait until the last minute. You may need 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. Note that you may need a Real ID to enter the building.

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 \$32 per copy.

Nola's Contact Information

Cell Phone: 310-897-0700 You can email me at D27Operations@att.net