

# Tournament Books

*In an effort to speed up the process of having your tournament books checked, we require that each book be set up in the same way. It will save time for those checking the books and save time for those who have to stand in line.*

In a **3-ring** binder, place the following information, ***in this order***.

1. **Tournament Team Eligibility Affidavit** (can be filled out and printed online, <http://www.littleleague.org/tournaments/index.asph>)
2. **Map** with league boundaries marked, and with each player's location marked with his/her affidavit number. ***Map must be printed with street names.***
3. **Set of dividers**, one divider per player. Each divider must be numbered and placed in the book in the order of the player's entry on the affidavit. In each divided section, have the following, ***in this exact order***:
  - Birth certificate
  - Little Leagues official Medical release (can be filled out and printed online, <http://www.littleleague.org/tournaments/index.asph>)
  - 3 proofs of current address (can download the requirements for proofs from LLB or the District website)
  - Any necessary waiver with supporting information

*This means that the **first player listed on the affidavit** will have his/ her information filed behind **divider tab 1**. His/ her information will start with the birth certificate, followed by the medical release, followed by the three proofs of current residency. Any necessary waiver and supporting documentation will be filed last.*

- **Make sure that each piece of information is visible without taking it out of the binder.** The only information we should have to remove from the book is the affidavit.
- Be sure that the **name and birth date** are **highlighted** on the birth certificate.
- Be sure that the **name and address** are **highlighted** on each piece of proof of residence information

Little League Baseball has issued an information sheet regarding proof of residence requirements. Please note that **the requirements are very specific**. There are 16 different types of proof listed, and we **cannot accept more than one proof for any given category.**

There is also an information sheet regarding proof of age/acceptable forms of proof of birth date. Please note the following: baptismal certificates, certificates of blessing, dedication or circumcision, etc., and hospital certificates are **not** acceptable proof. We *will* accept a **legible copy** of an **original state/county** birth certificate.

***Presidents: Please be sure that each person responsible for setting up a tournament book has a copy of this information.***