



Completion of Tournament Team Eligibility Affidavit and Player Verification Forms

2024 Ohio District 2 Little League Softball and Baseball Tournaments

This document is intended as a guide to the proper completion of a tournament team's eligibility affidavit and the associate player verification forms. Additional information can be found at the following web page: <https://www.littleleague.org/tournament-resources/>.

A Tournament Team Eligibility Affidavit is REQUIRED for each team entered by the local league into the International Tournament. To complete the Tournament Team Eligibility Affidavit, click the "Manage Tournament Affidavits" link in the Little League Data Center dashboard for your local league.

Special Note: DO NOT BEGIN A TOURNAMENT AFFIDAVIT VIA THE DATA CENTER FOR THE 9-YEAR-OLD TOURNAMENT TEAM. The District 2 Ohio 9-Year-Old tournament is not part of the International Tournament and is played as a Special Games event. As such, there is no fee to be paid to Little League International. Also, a special tournament team affidavit provided by District 2 must be completed (see below).

Please take note of the following before completing the Tournament Team Eligibility Affidavit:

- Leagues must be chartered in the same division for which they are entering a tournament team. The DEADLINE is June 1, 2024.
- Leagues must enroll in the tournament for each chosen age-appropriate division by the DEADLINE of June 15, 2024.
- Tournament team players may be announced on May 15, 2024 PROVIDED that their eligibility has been verified by the local league.

Additionally, in advance of completing the Tournament Team Eligibility Affidavit, have the following information ready for each team:

- Current contact information of League President and Player Agent.
- Manager/Coach names and contact information including address, phone, and email.
- The address (residence or school) that each player will be using to establish eligibility.
- The name and division of regular season teams for all players and coaches.
- Birthdates for all players.
- The number of games played for each player.
- Any approved waivers, i.e., II(d), IV(h), or Charter Committee.

Some important considerations:

- Players must be league age appropriate for the selection to a particular tournament team:
 - Minor Division (10U) baseball and softball teams must be comprised of players league age 8, 9, or 10
 - Minor Division (11U) baseball and softball teams must be comprised of players league age 9, 10, or 11
 - Minor Division (12U) baseball and softball teams must be comprised of players league age 10, 11, or 12
 - Intermediate [50/70] baseball teams must be comprised of players league age 11, 12, or 13
 - Junior Division (14U) baseball and softball teams must be comprised of players league age 12, 13, or 14
 - Senior Division (16U) baseball and softball teams must be comprised of players league age 12, 13, 14, 15, or 16
- Players must have participated in at least 8 games in the regular season (exception: Senior Division does not have minimum game participation requirement).
- Players must meet the residency or school attendance requirement to participate in the league (or have an appropriate Regulation II(d) Waiver, Regulation IV(h) Waiver, or a Charter Committee Waiver by June 1st).
- Alternate players are not permitted. That is, a player cannot be designated in advance as a replacement player nor is that individual to be placed on the affidavit as an alternate player.
- The league must have played a minimum of 12 regular season games, exclusive of tournament games, for each division of age-appropriate division for each team entered into the tournament. These games must be completed prior to the first tournament game the team plays.
- Managers and coaches must be drawn from regular season managers and coaches who have participated in the appropriate division. See the tournament rules for specific details.
- All tournament team managers and coaches MUST complete the Diamond Leader Program (<https://www.littleleague.org/diamondleader/>). NOTE: A copy of the Proof of Completion is required to be submitted with the Tournament Team Eligibility Affidavit (see below).

Completing the Affidavit [Not for 9-year-old baseball tournament teams]

There is an instructional video available at the following URL to help guide you through the process of completing the Tournament Team Eligibility Affidavit:

<https://www.littleleague.org/university/articles/steps-for-completing-the-little-league-international-tournament-affidavit/>

In general, first go to your local league's Little League Data Center dashboard. Click the "Manage Tournament Affidavits" link in the Little League Data Center dashboard for your local league. Select the division for which a tournament team is being enrolled, then complete the Tournament Team Eligibility Affidavit being sure to address the following matters:

Page 1.

Complete the information requested at the top of the page. Be sure to check off which level of play for which the affidavit is being submitted.

Page 2.

The following should be completed AFTER the affidavit is completed and printed.

- a. The manager must read and sign/date the lines in the appropriate section. By signing this document, the manager is now responsible for all the requirements stated within this section.
- b. The league president and player agent must read and sign/date the lines in the appropriate section. By signing this document, the league president and player agent are now responsible for all the requirements stated within this section. This includes the verification of each player's birth date as established by the player's birth certificate.

Note: Original birth certificates are to accompany the submission of the affidavit for review by the District Administrator or their designee. Birth certificates shall be immediately returned to the player's parent(s)/guardian(s). Birth certificates SHOULD NOT accompany the approved affidavit.

Page 3.

- a. Complete the section Regular Season Team Information being sure to read the instructions to the side of the box.
- b. Complete the Manager/Coach Information Section as appropriate.

Note: No more than one (1) manager and two (2) coaches may be included on the affidavit. These are the only three adults permitted within the confines of the field of play (including the dugout).

Page 4.

Read the instructions at the top of Page 3, then fully complete the player information on Pages 4 and 5. A minimum of twelve (12) players must rostered for the affidavit to be considered for approval. A maximum of fourteen (14) players may be rostered (not including replacements). An exception exists for the Senior Division as to the minimum number of players rostered and the maximum is sixteen (16).

NOTE: Affidavits will NOT be approved for teams rostering less than 12 players.

Page 6.

Do not complete at this time. These sections are intended for replacement players, managers, and coaches if necessary.

Pages 7 and 8.

These pages will be completed by the official scorer/Tournament Director for the manager's signature following a game. These must be submitted with the remainder of the affidavit.

Once Pages 1-8 are completed, PRINT THE ENTIRE AFFIDAVIT from the Data Center, including the map that is generated indicating the residence of each player. There is a separate button to make the map visible.

The affidavit (page 2) may now be signed by the manager and league president. In addition, the map must be signed and dated by the league president.

The map MUST also be signed and dated by the league president.

Part of the printed affidavit will include pages of Player Verification Forms. These forms are pre-filled at the top with each player's name and other relevant information. These forms must now be completed as described below.

Verification of Player Eligibility [Not for 9-year-old baseball tournament teams]

NOTE: Players who established "residence" or "school attendance" for regular season and/or tournament in a prior season having used the Tournament Player Verification Form, and can produce the form with proper proofs and signatures, will NOT need to complete a new Tournament Player Verification Form. However, the proper proofs would require that the supporting Residency documents be *dated or in force between February 1 of the previous year and February 1 of the year in which the Tournament Player Verification Form was originally approved.* If a School Attendance form was used, the player must still be attending the same school *at the same physical location.* Otherwise, a new School Attendance form will be required. A general address for the school district is not acceptable.

Every player placed on a tournament team must have completed a Player Verification Form (PVF) along with the appropriate documentation. When the Affidavit is printed, the PVF should have the top of the form completed. (NOTE: If a replacement player is subsequently necessary, the PVF can be downloaded from the following URL: <https://www.littleleague.org/downloads/tournament-player-verification/>. The PVF is a fillable PDF in which the required information can be inserted by typing, then saving the document or completing the form by hand.)

First, the top portion of the PVF should be completed if information is missing.

Second, the next section, Type of Age Proof, requires a document that confirms the birth date of the player. Typically, this is an ORIGINAL birth certificate provided by the player's parent(s)/guardian(s). Copies of birth certificates are officially not acceptable. However, The of Age Proof document could also be a federal government or military record. Another option is a "Statement in Lieu of Acceptable Proof of Birth" for all players who lack a birth certificate or federal/military document. This statement would have to be submitted along with copies of all documentation used to support it. HOWEVER, the "in-lieu statement" is an extreme method and not preferred due to the verification process involved. When completing this section, be sure to check the appropriate box.

Note: Original birth certificates are to be initially reviewed by the league president before accompanying the submission of the PVF for review by the District Administrator or their designee. HOWEVER, birth certificates are NOT to be attached to an *approved* PVF and will be immediately returned to the player’s parent(s)/guardian(s) via the team manager or league president. During participation in the tournament, birth certificates SHOULD NOT accompany the approved affidavit.

Third, the next section is critical for establishing eligibility either via Residency or School Attendance. A Little League Residency and School Attendance Eligibility Checklist is available via <https://www.littleleague.org/downloads/residency-checklist>. The Checklist details the two means by which tournament eligibility can be established: Residency or School Attendance. These two items will be discussed separately below. ***Only one*** of these options should be undertaken – NOT BOTH. Usually, the School Attendance option is less complicated.

- **Residency:** Residency is established by documents containing the full residence of the parent(s) or court-appointed guardian(s). These documents must include the parent(s) or court-appointed guardian(s) name, street address, city, state, and zip code information, *dated or in force between February 1 of the previous year and February 1 of the current year* (specifically, for the 2024 tournament season, BETWEEN February 1, 2023 and February 1, 2024). At least one document must be provided for each of the following three groups:

GROUP 1	GROUP 2	GROUP 3
<p>CHOOSE AT LEAST ONE OF THE FOLLOWING:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Driver’s license <input type="checkbox"/> School records <input type="checkbox"/> Vehicle records (e.g. registration, lease, etc.) <input type="checkbox"/> Employment records <input type="checkbox"/> Insurance documents 	<p>CHOOSE AT LEAST ONE OF THE FOLLOWING:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Welfare/child care records <input type="checkbox"/> Federal records (e.g. federal tax, social security, etc.) <input type="checkbox"/> State records <input type="checkbox"/> Local (municipal) records <input type="checkbox"/> Support payment records <input type="checkbox"/> Homeowner or tenant records <input type="checkbox"/> Military records 	<p>CHOOSE AT LEAST ONE OF THE FOLLOWING:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Voter’s registration <input type="checkbox"/> Utility bills (e.g. gas, electric, phone, heating, etc.) <input type="checkbox"/> Financial records (loan, credit, investments, etc.) <input type="checkbox"/> Medical records <input type="checkbox"/> Internet, cable, or satellite records

In practice, the simplest way to meet the Group residency requirements is to submit copies of a parent’s VALID driver’s license (Group I), a home mortgage/rental statement (Group II), and a utility bill (Group III). However, when submitting any residency proofs for any of the three Groups, please take special note of the following items:

- Documents must be dated or in force between February 1 of the previous year and February 1 of the current year (again, for the 2024 tournament season, specifically BETWEEN February 1, 2023 and February 1, 2024). Regarding an Ohio driver’s license, it must have been issued prior to February 1, 2024, be current, and valid.

Note: An Ohio state identification card, which appears similar to the state's driver's license, is considered a Group II document.

- More than one document from the same group constitute only ONE document.
- Certain documents may be used in different Groups but will count for only one Group per player. For example, a water/sewer bill can be used to satisfy Group II as a municipal record, however that same bill CANNOT be used as a utility bill to satisfy Group III.
- Report cards are not considered a valid Group I (school record) document.
- A Social Security Card is not considered a valid Group II document.
- If desired, fiscal records may be appropriately redacted. A valid document can contain redactions so long as it can be identified as a proper proof for a particular Group and the names, addresses, and dates are visible. For example, if a loan document is submitted as a Group III proof, the amounts of the loan or payments may be blacked out such that the maker of the loan is apparent and the proper name(s), address, and acceptable date(s) are readily apparent.

If the Residency option is chosen, all documents should be attached to the PVF when it is submitted for final approval.

- School Attendance: In place of the above proof of Residency, a player's eligibility can be established through a document indicating both school enrollment for the current academic year, *dated prior to October 1 of previous year* (specifically, for the 2024 tournament season, BEFORE October 1, 2023) and the physical location of the school, which must be within the boundaries of the local league. Only one of the following documents is required:
 - The School Enrollment Form (LittleLeague.org/SchoolEnrollmentForm). This document is a fillable PDF that may be completed by typing (then saving the document) or completing it by hand. The top of this form should be completed in its entirety, including a parent's signature and date, prior to requesting the appropriate school administrator to complete the lower portion of the form as well as sign and date it.
 - Alternatively, eligibility via School Attendance can be established with an Official/Certified enrollment record, confirming current enrollment, that includes the school's physical address and the original signature of the school's senior administrator (principal, headmaster, etc.). **NOTE**: A school-issued report card/performance record is NOT acceptable to establish school attendance.

If the School Attendance option is chosen, the appropriate documentation should be attached to the PVF when it is submitted for final approval.

Fourth, any applicable waivers must be indicated on the PVF and a copy attached. In the case of a II(d) waiver, the player needs to prove that he/she once resided or attended school with the boundaries of the league while participating in that league. In the case of a IV(h) waiver, the adult needs to prove that he/she once volunteered for the local league for the appropriate period of time. Charter Committee waivers (e.g., Out-

of-Boundary waivers) require proof to substantiate the reason for the waiver. Any questions regarding any of these cases should be directed to the District Administrator.

Fifth, once the PVF is fully completed and the appropriate documentation attached, it should be signed and dated by the player's parent.

Sixth, the parental signed PVF should be reviewed and verified by the league president as indicated by his/her dated signature.

Other Relevant Materials

At this point, the completed and signed/dated Affidavit and map, as well as each completed and signed/dated PVF along with supporting documentation, must be submitted for review and approval by the District Administrator or designated staff.

In addition, the following items are **REQUIRED** to be submitted along with the other documents noted above:

- Diamond Leader Certificate (<https://www.littleleague.org/diamondleader/>). This online program is REQUIRED for all managers and coaches to be eligible to participate in the tournament. A copy of each adult's certificate must be included in the binder in a separate section. The absence of this certificate will cause a manager or coach to be disqualified from participation. **NOTE:** prior year certificates are acceptable.
- Concussion Training Certificate. Ohio law requires that all managers and coaches possess a *valid* certificate indicating the training course has been successfully completed.
- If applicable, a physician's note for any player who missed regular season games that releases the player for full participation for the balance of the regular season and/or tournament play.

The following documents are **NOT REQUIRED** in tournament affidavit binder, but may be included separately from the PVFs:

- Medical Release Form (<https://www.littleleague.org/downloads/medical-release-form/>). This form should be completed by the player's parent(s) and kept separate from the PVFs.
- Media Release (<https://www.littleleague.org/play-little-league/model-release-templates>). This form should be completed by the player's parent(s) and kept separate from the PVFs.

Organization of Binder

When submitting the affidavit, map, PVFs, and supporting materials, the staff would greatly appreciate if the materials were not placed within sheet protectors. Rather, the staff would prefer that the affidavit, the map, PVFs with supporting documents be placed in a three-ring binder with the affidavit, the map, each PVF and supporting material, and pitching sheets all separated by a divider. The staff would also appreciate the PVFs with supporting materials being placed in alphabetical order by last name. Again, *birth certificates should accompany the submitted materials but not be a permanent part of*

the affidavit. After their review by the District Administrator or district staff, these will be given to the manager or league president for return to a player's parent(s)/guardian(s).

Submission of Affidavit and Relevant Materials

For the 2024 tournament, the following binder submission dates must be met:

- June 12th – Intermediate (50/70) baseball division
- June 19th – All other baseball and softball divisions, including 9-year-old teams

The District 2 staff would GREATLY APPRECIATE submission as early as possible before the above dates. These binders can be given to Chet Cooper directly or left in the marked box on the front porch of his house (254 Moreland Drive, Canfield).

9 Year-Old Tournament Team Affidavit

Attached is a short tournament team affidavit for leagues wishing to enter the 9 Year-Old District 2 Ohio Little League Tournament. This tournament is considered a Special Games event. The affidavit is to be completed using the "honor system". Basically, the form will be signed by the team manager and league president, who assure the District 2 staff that all players are league members and age eligible (league age 8 or 9 years). Violations of the honor system will cause removal of the team from the tournament.

9-Year-Old Tournament Affidavit/Roster

League: _____

We agree that participation in this tournament will include only those players league age 9 or below and that the team, subject to removal from the tournament, will abide by this agreement and all Little League Tournament Rules and Regulations.

Team Manager Signature: _____

League President Signature: _____

Team Roster/Player's Name (print name - minimum 12 players; maximum 14 players)

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____
- 6) _____
- 7) _____
- 8) _____
- 9) _____
- 10) _____
- 11) _____
- 12) _____
- 13) _____
- 14) _____

District Administrator Signature: _____