



## Instructions for Team Managers

### 2012 District Tournament Team Affidavits



1. Leagues must utilize the 2012 Tournament Team Affidavit available for download on the District Website which is in PDF fillable format. Please use the Baseball Affidavit for Baseball ONLY and the Softball Affidavit for Softball ONLY.
2. Leagues must complete the form by filling all of the information in the blanks provided on the form utilizing a computer for input of the data.
3. Save the completed form and data to a disk or CD with a unique name, i.e. NSSLLBB (league initials and division). It is preferred that each league e-mail their completed affidavits to the District Office at least 24 hours prior to the scheduled time for your leagues Tournament Team Certification.
4. Obtain the required signatures on one (1) printed copy of the Tournament Affidavit Form and include that signed copy in the front of your team book for the District Administrator's use only.
5. League Presidents are asked to bring all teams completed and signed affidavits and team books with all documentation and attachments to the designated location in accordance with the schedule posted on the District Website [www.salittleleague.org](http://www.salittleleague.org) under the link "Calendar". Please note which date and time your league is scheduled for certification of your Tournament Affidavits. You may bring them earlier than your scheduled date and/or time, but please call or e-mail the District Office to make arrangements.
6. Place all documentation for each player in a notebook in the order they are listed on the affidavit form, including a medical release form for each player. It will simplify verification if each team will staple the copy of the birth certificate and 3 proofs of residency together so we can pull those copies to put with your affidavit, along with your boundary map(s) and any applicable waiver forms. Remember you must provide the Original Copy of the Birth Certificate for us to verify the copy.

You will leave the Tournament Team Affidavit Forms and team books (including all attachments) with the District Administrator for review and approval.

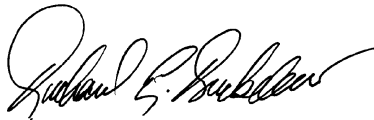
7. The signed and printed copy of the affidavit and the required attachments MUST include:
  - a. Boundary Map detailing location of players, using numbers of players listed on the form. (President must sign and date the map)
  - b. Original and one (1) copy of a birth record for each player.
  - c. Three proofs of residence for each player listed (see requirements).
  - d. Any applicable waiver forms such as IId form for a player out of boundary or interleague agreement with approval for combination for tournament team.
8. The District Administrator will review all the information and will contact the League President to resolve any and all problems with the Tournament Team Affidavit or attachments.

Please note that it is most important to follow these directions to avoid delays in processing your Tournament Team Affidavits.

**Remember that we will not have a copier available**, so it is most important that you make all the required copies and bring the disk or CD containing the Tournament Affidavit with the information as printed on the form.

**It is required that each league e-mail their tournament affidavit to the District Office no later than 24 hours in advance of the scheduled meeting.**

**If you have teams finished early, go ahead and e-mail the completed affidavit forms to the District Office, you do not have to wait for the deadline.**

A handwritten signature in black ink, appearing to read "Richard E. Buckelew". The signature is fluid and cursive, with a large initial "R" and "B".

Richard E. Buckelew, District Administrator