

All-Star Book Organization – Sanctioned Tournaments for 10u, 11u, Majors, Intermediates, Juniors, Seniors

First, gather the needed information to put the books together. (10u books are usually the most time consuming because these teams have the most 1st time sanctioned All Star tournament players.) Below is a detail of what you will need:

If possible, locate the book from the previous season. Make sure to keep all paperwork together. If one or more of your players played All Stars last season, you may carry their signed affidavit packet of papers forward to the current season provided there were no changes to residence or school if school enrollment was used for residency. The medical release form will need to be updated in this packet.

1. Collect the original birth certificate for each player (no copies – these will be returned once the book is signed off. Passports are not acceptable.)
2. Obtain proof of residency (1 from each group for each player within the dates of Feb 1, last year to Feb 1, current year OR have a school enrollment form completed by the player's school if they attend within your boundaries OR supply a waiver if one has been done.
3. Collect a signed medical release form for each player.
4. Identify and obtain Manager and Coaches names, addresses, email addresses and phone numbers. Maximum 3 people.
5. Note anyone using a school enrollment form for residency. You will need to know the name and address of each school being utilized.
6. Note the names of the regular season teams and the respective divisions that each player participated on and the number of games played.
7. Collect Diamond Leader and Concussion certificates for manager and coaches.
8. Obtain 1st page (declarations) of League Insurance (which can be printed from the data center if needed).
9. Get a 3-ring binder and some tabbed dividers (enough for each player and to separate the different sections of the affidavit (approximately 18). It is also helpful to have plastic sheet protectors/page pockets to place affidavits in and their supporting documentation. Having sheet protectors also eliminates the need for a 3-hole punch. Make sure the binder is labeled with your League Name and the respective All-Star division.

Once you have been able to gather the necessary documents:

1. Log into the data center – if you don't have a login, your League President will need to add you.

2. From the home page of the data center go to "Manage Tournament Affidavits"

3. + Start New Tournament Affidavit (choose the division from the dropdown)

Little League Baseball - 8 to 10 year old = 10u

Little League Baseball - 9 to 11 year old = 11u

Little League Baseball - Little League = 12u

Little League Baseball – Intermediate (50/70)

Little League Baseball - Junior League

4. Follow the prompts on the screen:

A. Verify League Officers – if this info is incorrect or lacking, your league president will need to fix it before printing the affidavit

B. Enter the school information you have collected. Click + Enter New School in the upper right of the screen. (you don't need every school in your boundaries, only those that are being used as residency from the school enrollment form)

C. Enter the regular season teams. Click + Add New Team

D. Enter the Manager and Coaches and their information. Click "Edit" to add.

E. Enter the players one by one. Click + Add New Player

1) Make sure to enter the player's name **as it appears on their birth certificate** (which may not be what they go by on the field).

2) Provide the date of birth from the birth certificate

3) Eligibility type will either be the parent/guardian's address or the school (dependent on the documentation collected)

4) Choose the regular season team name

5) Choose the number of games played (usually the full amount unless a player was ill or joined late)

6) Waiver – If the player is on a Ild waiver mark as such, if the player is on residency waiver mark charter committee.

7) Add Player

F. Print the player map as instructed – color is best if you have it. (Your league president will need to sign and date the map when they sign the affidavits)

G. Download the Tournament Affidavit and print it. (There will be several pages!)

Put the book together:

1. Place the printed affidavit in the binder. Keep the pages altogether.

2. Page 2 will need a signature and date (detailed below) from:
 - The Manager
 - The League President
 - The League Player Agent
 - The District Administrator (or their ADA)
3. Page 3 – verify the teams’ information is accurate
4. Page 4 – verify the manager/coach information is accurate and then continue through to the players’ information on page 5
5. Page 6 will be blank until such a time there may be a replacement manager, coach or player
6. Pages 7 and 8 are pitch count sheets and should be pulled out of order and placed in the front pocket of your binder
7. Insert your map next, prior to the individual affidavits.
8. The next pages will be individual affidavits for each player as they have been entered into the data center. Separate the player affidavits with the dividers and label each divider with the respective player’s name. NOTE: If a player has previously played a sanctioned All Stars season, their signed affidavit and supporting documentation will be inserted here and the new affidavit will not be used. Make sure they are kept in the same order as listed on the player page (5) and that the entire packet is kept together other than the updated medical release form. The dates will not be current on these. It’s ok.
9. For each player section -Place the original birth certificate (which will be returned once verified), proof of residency (which is the 3 different items or school enrollment or waiver) behind the birth certificate and lastly a current medical release. An original birth certificate is not required for previously approved and signed affidavits that have been carried forward.
 - A. Each page will need to have checked off: “Type of Age Proof” (most will be the 1st box – Board of Health/Registrar of Vital Statistics)
 - B. Residency Proof – If the player has produced 3 items for residency from each group those items should be checked off accordingly
 - OR
 - School Enrollment Proof – Usually this will be the Little League issued school attendance from (2nd box)
 - OR
 - If the player is on a waiver, check the appropriate waiver box (Ild or charter committee for residency waivers)
 - C. Parent needs to sign and date their player’s affidavit

10. Using a separate labeled divider - Include all Diamond Leader and current concussion certificates for manager and coaches in the back of the binder.
11. Using a separate labeled divider -Include a copy of the 1st page of the league insurance (declarations page) in the back of the binder.
12. League President needs to sign and date each player affidavit and the front of the book.
13. League Player Agent needs to sign and date page 2.
14. District Administrator (or their ADA) needs to sign and date.