



## Completion of Tournament Team Eligibility Affidavit and Player Verification Forms

### 2025 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/>.

**THESE INSTUCTIONS ARE NOT FOR COMPLETING AN AFFIDAVIT FOR THE DISTRICT BASEBALL 8U COACH PITCH OR 9U TOURNAMENTS!!! THE AFFIDAVIT DOCUMENTS/INSTRUCTIONS FOR THESE TEAMS SHALL BE PROVIDED SEPARATELY.**

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 "Enroll in Tournament" link on the left side of the Little League Data Center dashboard for your local league or within the "Tournament Status" box at the top of the web page.

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, 2025. **NOTE:** If a league has not chartered in a division, then submit any requests for regular-season team number changes to Bonnie Wheeland at [bwheeland@littleleague.org](mailto:bwheeland@littleleague.org). Include the league name and ID number. Requests will be reviewed on a case-to-case basis.
- Leagues must enroll in the tournament for each chosen age-appropriate division by the DEADLINE of June 15, 2025.
- Tournament team players may be announced on May 15, 2025 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 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 1<sup>st</sup>).
- An exception to the above bullet: older siblings of players of league age 4-7 are immediately eligible for tournament play PROVIDED that the younger sibling maintains active participation in a given league. No waiver documentation is needed for the older sibling.
- 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. NOTE: Forfeited games do not count towards this requirement.
- Tournament rosters must have a minimum of 12 players and a maximum of 14. NOTE: Affidavits will NOT be approved for teams rostering less than 12 players except for dire circumstances.
- 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 following trainings and provide documents certifying the trainings has been completed:

- Diamond Leader Program (<https://www.littleleague.org/diamondleader/>) – this training only needs to be completed once. Prior years' certificates are acceptable and must be provided in the affidavit.
- Abuse Awareness (<https://www.littleleague.org/university/articles/abuse-awareness-training-course/>) – this course must be completed annually and a currently valid certificate provided in the affidavit.
- Concussion Awareness (<https://odh.ohio.gov/know-our-programs/child-injury-prevention/resources/onlineconcussiontraining>) – this training is required by the State of Ohio and, once completed, is good for three years. A currently valid completion certificate must be provided in the affidavit.

**Enrolling in the International Tournament [Not for 8U Coach Pitch/9-year-old tournament teams]**

To begin the process of entering a team in the international tournament, go to the league's Data Center and at the top right of the web page is a box entitled "Tournament Status" with two links "Enroll" and "Decline". Click on the "Enroll" link. (A similar button entitled "Enroll in Tournament" is listed along the left side of the web page.) This will take you to a new page that verifies if the league is tournament eligible or if some requirement needs to be completed. Once completed, click on the button at the bottom entitled "Enroll in Tournament". This will take you to subsequent pages in which information needs to be entered or confirmed. Once this page is completed and the appropriate fees applied, the league can then move forward to completing the Tournament Affidavit.

**Completing the Affidavit [Not for 8U Coach Pitch/9-year-old tournament teams]**

The process to complete the affidavit involves the use of Sports Connect. If you encounter a glitch while accessing the Sports Connect platform during this process, go to the Sports Connect support web page for help (<https://sportsconnect.com/support/>). The District 2 staff is very unlikely able to provide any assistance with such difficulties.

For 2025, the tournament affidavit must be completed through the Data Center for each particular local league. 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/>

**The person(s) completing the affidavit(s) is/are most strongly encouraged to watch this video as the process for completing the affidavit is somewhat different from last year.**

In general, after enrolling in the tournament, 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. **ALTHOUGH COMPLETING THE AFFIDAVIT IS RELATIVELY SIMPLE, FOLLOW THE INSTRUCTIONS GIVEN THE ABOVE VIDEO.**

A significant difference this year is how to enter a player on the roster. The video explains how to do so from Sports Connect as well as those players not entered in the Sports Connect system. (Sports Connect support: <https://sportsconnect.com/support/>)

Once the affidavit is completed, PRINT THE ENTIRE AFFIDAVIT from the Data Center, including the map that is generated indicating the residence of each player.

The affidavit may now be signed by the manager, player agent, and league president. In addition, the map MUST 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 8U Coach Pitch/9-year-old tournament teams]**

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 from the Data Center, 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.)

NOTE: Players who established "residence" for regular season and/or tournament in a prior season having used the PVF, and can produce the form with proper proofs and signatures, will NOT need to complete a new PVF UNLESS THE PLAYER HAS MOVED RESIDENCE OUTSIDE THE LEAGUE'S BOUNDARY. If the player's residence has moved outside the league's boundaries, then a II(d) form (<https://www.littleleague.org/downloads/regulation-iid/>) must be completed and signed by both the league president and District Administrator. The II(d) form must accompany the PVF within the team affidavit.

Players who established "school attendance" for regular season and/or tournament in a prior season having used the School Enrollment Form, and can produce the form and its accompanying PVF with proper proofs and signatures, will NOT need to complete a new School Enrollment Form UNLESS THE PLAYER HAS MOVED TO A NEW PHYSICAL LOCATION OF THE SCHOOL. (Note: A general address for the school district is not acceptable.) If the physical location of the player's school has moved, then a II(d) form (<https://www.littleleague.org/downloads/regulation-iid/>) must be completed and signed by both the league president and District Administrator. The II(d) form must accompany the PVF within the team affidavit.

First, proceed with completing the PVFs as follows. 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, following District review, 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, School Attendance, or Sibling Qualification Via Regulation II**. Follow the instructions below for the relevant type of eligibility being established. For determining eligibility via Residency or School Attendance, use the Little League Residency and School Attendance Eligibility Checklist (<https://www.littleleague.org/downloads/residency-checklist>) as a guideline. The checklist details two means by which tournament eligibility can be established. These two items will be discussed separately below. If the Sibling Qualification is not applicable, then **only one** of these two options should be undertaken – NOT BOTH. Usually, the School Attendance option is less complicated. **NOTE: Pay strict attention to the dates required on the documentation.**

- **Residency:** Residency is established by documents containing the full residence of the parent(s) or legal guardian(s). These documents must include the parent(s) or 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 2025 tournament season, BETWEEN February 1, 2024 and February 1, 2025). At least one document must be provided for each of the following three groups listed on the chart below.

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



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 2025 tournament season, specifically BETWEEN February 1, 2024 and February 1, 2025). Regarding an Ohio driver's license, it must have been issued prior to February 1, 2025, 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, or vice versa.
- Report cards are not considered a valid Group I (school record) document.
- A Social Security Card is not considered a valid Group II document.
- IT IS STRONGLY RECOMMENDED THAT FISCAL RECORDS 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. **Be sure to check the appropriate boxes in the Group I, II, and III sections and be certain that the lines for the residence address of the parent/legal guardian are completed.**

- **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 2025 tournament season, BEFORE October 1, 2024) 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 (<https://www.littleleague.org/downloads/school-enrollment-form/>). 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. **Be sure to check the appropriate boxes in this section and be sure the lines for the school address are completed.**

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. The waiver letter from the Charter Committee should accompany the PVF. Any questions regarding any of these cases should be directed to the District Administrator. **Be sure to check the appropriate box in this section.**

Fifth, where indicated at the bottom of the PVF, **please print the name ("Chet Cooper") of the District Administrator.**

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

Seventh, 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.
- Abuse Awareness Certificate (<https://www.littleleague.org/university/articles/abuse-awareness-training-course/>). This course is REQUIRED must be completed annually. A currently valid certificate of completion must be provided in the affidavit.
- Concussion Training Certificate (<https://odh.ohio.gov/know-our-programs/child-injury-prevention/resources/onlineconcussiontraining>) Ohio law requires that all managers and coaches possess a valid certificate indicating the training course has been successfully completed. This certificate is good for three years and must be included in the affidavit.

- 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, DO NOT PLACE MATERIALS WITHIN SHEET PROTECTORS. The Ohio District 2 staff would appreciate the affidavit being provided in a three-ring binder with relevant materials, as listed below, held together with a paperclip, spring clip, or in a pocket folder. Please arrange the documents as follows:

1. Pages 1-6 of affidavit (be sure all signatures and dates are included in the appropriate areas)
2. Player map (be sure it has been signed and dated by the league president)
3. Pitching charts (pages 7-8)
4. PVFs (after page 8), provided separately per player, in the same order as outlined on the player information pages (pages 5-6) of the affidavit. Include any documents related to residency, school attendance, physician/board letter, or waivers. DO NOT INCLUDE BIRTH CERTIFICATES, MEDICAL RELEASE, OR MEDIA RELEASE FORMS. (Be the document has been signed and dated by a parent/legal guardian and the league president)
5. Per manager and coach, separately provide Diamond Leader, Abuse Awareness, and Concussion Training certificates.
6. As one or more groups, other documents (e.g., Medical Release forms)
7. As a group and in alphabetical order, Birth Certificates. **NOTE: The Ohio District 2 staff will review these documents then return them to the team manager or league president.** These documents are not to accompany the team affidavit. However, these should be readily available if required.

### Submission of Affidavit and Relevant Materials

For the 2025 tournament, the following binder submission dates must be met:

- June 12<sup>th</sup> – Intermediate (50/70) baseball division
- June 19<sup>th</sup> – All other baseball and softball divisions

The District 2 staff would GREATLY APPRECIATE submission as early as possible before the above dates. The affidavit 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).