

How to Assemble Your Tournament Credentials



Step 1

Start by using a 1/2-inch ring binder that you can find in office supply store.



Step 2

Place clear sheet protectors for documents inside the binder. When using Babe Ruth I.D. Cards use “business card” sheet protectors to hold the cards inside the binder.



Quick FAQ: Babe Ruth League I.D. Cards are good for the player’s entire career in the program. Lost a card? Replacements are done free of charge.

Step 3

Insert your League’s Eligibility Form.

Quick FAQ: Your League’s Eligibility Form is provided by your State Commissioner once your league president has submitted all required documents to rule 11.04 a-g.

Step 4

Insert copy of the Tournament Roster. *If you did not use the Data Center to submit the roster electronically to Headquarters, you must send a hard copy to Headquarters prior to the start of play.*

Quick FAQ: If a manager, coach or player needs to be replaced on the roster, the league president must fill out an ADD/DROP form.

Step 5

Insert your Certificate of Coverage for accident and liability. (Refer to Babe Ruth League Rule 0.01 #6.)

Quick FAQ: For Insurance Claims call: 1-800-237-2917.

Step 6

Insert your Babe Ruth League I.D. Cards.

Quick FAQ: Babe Ruth I.D. Cards are signed by the league president and sent to Headquarters to be recorded and laminated. Save your coaches—as well as yourself—the responsibility of carrying legal birth documents.



Step 7

(Using Babe Ruth ID Cards? Then, you can skip Step 7.) Insert original Birth Documents or certified copies of Birth Documents. *Remember notarized copies of a Birth document are not accepted!*

Quick FAQ: Certified copies are provided sealed by a government agency. Copying a birth document and having a notary public sign and seal are not accepted.

Step 8

Insert Consent for Treatment Forms. You can print out Treatment Forms from the Babe Ruth League website!

Quick FAQ: Be sure to have a Consent for Treatment form for each player in your book.

Step 9

Place copies of your team photo in your book. Please also have it prepared to be sent electronically to make it easier for the host league to assemble tournament program books.



Quick FAQ: Make sure to that only the roster players and coaches are part of the photo, and that the team and coaches are in uniform.

Step 10

Place Certificates of Certification for each manager and coach that have successfully completed the Coaches Certification Program.

Quick FAQ: Visit www.baberuthcoaching.com for information on how you can enroll in this superb training program.

Step 11

Check List

- Did I order Official Patches for my players and coaches?
- Do I want to order District, State or Regional Champion and Runner-Up Pins?
- Does my team have the schedule for games as well as the contact numbers for the host league and Tournament Director?
- Did I send all my required paperwork to Headquarters?
- Do my Coaches have copies of the rule book?