



**HOW TO ENTER YOUR
TOURNAMENT TEAM/S IN THE
LITTLE LEAGUE
INTERNATIONAL
TOURNAMENTS HOSTED BY
PENNSYLVANIA DISTRICT 22**

ADMINISTRATORS PRESENTATION

THERE ARE **FOURTEEN (14) STEPS** REQUIRED TO
ENTER YOUR TOURNAMENT TEAM/S

THIS PRESENTATION IS A BRIEF OUTLINE OF THESE
STEPS.

DETAILED INSTRUCTIONS AND SAMPLES OF THE
DOCUMENTATION ASSOCIATED WITH COMPLETING
THESE STEPS, ALL BLANK FORMS YOU WILL REQUIRE
AS WELL AS THIS PRESENTATION CAN BE FOUND ON
THE PENNSYLVANIA DISTRICT 22 WEB SITE

www.padist22.org

UNDER THE **“PRESIDENTS CORNER”** PAGE

STEP 1

DETERMINE LEAGUE ELIGIBILITY

- 1 – MUST BE CHARTERED IN DIVISION OF PLAY
 - 2 – SCH. & PLAYED MIN. OF 12 GAME REG. SEASON
 - 3 – WAIVER REQUESTS APPROVED BY 06/07/10
 - 4 – TEAM ROSTERS ON FILE BY 06/07/10
 - 5 – FEES PAID
 - 6 – COMB. TEAM FORMS APPROVED BY 06/07/10
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- **NOTE: ALL COMBINED TEAMS FOR TOURNAMENT AND PLAYER WAIVER FORMS MUST BE SUBMITTED TO THE DISTRICT NO LATER THAN MAY 20, 2010 TO INSURE APPROVAL BY JUNE 7TH.**

STEP 2

D22 - 2010 TOURNAMENT TEAM ESTIMATE FORM

- **COMPLETE TOURNAMENT TEAM ESTIMATE FORM AND SUBMIT TO DISTRICT AT APRIL 15, 2010 PRESIDENTS ADVISORY BOARD MEETING.**
- **INFORMATION REQUIRED TO DETERMINE ESTIMATED OVERALL SCOPE OF TOURNAMENT.**
- **NO OBLIGATION TO ENTER THE TEAM/S YOU LIST ON THE FORM.**
- **INDICATE ON THE FORM IF YOU INTEND TO COMBINE WITH ANY OTHER LEAGUE.**

STEP 3

L.L. TEAM ENROLLMENT APPLICATION

- **COMPLETE ONLY THE FOLLOWING;**
 - **Your League Name & Mailing Address**
 - **The Date (use May 20, 2010)**
 - **League ID Number**
 - **Presidents Signature**
 - **League V.P., treasure or your League Sec. Signature**
- **TURN THE COMPLETE FORM INTO THE DISTRICT AT THE MAY 20, 2010 PRESIDENTS ADVISORY BOARD MEETING.**

STEP 4

- **COMPLETE DISTRICT 22
“TOURNAMENT TEAM ENTRY FORM”**
- **TURN-IN TO DISTRICT WITH ALL
REQUIRED FEES AT THE MAY 20, 2010
PRESIDENTS ADVISORY BOARD
MEETING.**
- **TEAMS MAY BE DROPPED NO LATER THAN JUNE 1, 2010
WITHOUT INCURRING PENALTIES.**
- **THERE ARE NO GUARANTIES, HOWEVER, TEAMS MAY BE
ADDED UP TO JUNE 1, 2010.**

STEP 5

- **ATTEND JUNE 3, 2010 PRESIDENTS ADVISORY BOARD MEETING.**
- **PARTICIPATE IN “TOURNAMENT TEAM SEEDING” DRAWING.**

STEP 6

- **SELECT MANAGER & COACH/S FOR THE TEAM.**
- **Note – As the chief administrator, the **PRESIDENT** selects and appoints the managers and coaches. As such, no person becomes a manager or coach without the approval of the president. All appointments are subject to final approval by the local board of directors.**

STEP 7

- **SELECT THE TOURNAMENT TEAM PLAYERS AND ASSEMBLE ALL REQUIRED DOCUMENTATION.**

PROOF OF AGE

PROOF OF RESIDENCY

PROOF OF AGE

**PLAYERS WITH D22 IDENTIFICATION
NUMBER;**

ONE (1) COPY OF PROOF OF AGE

**PLAYERS W/O D22 IDENTIFICATION
NUMBER;**

**ORIGINAL OF PROOF OF AGE & ONE (1)
COPY OF PROOF OF AGE**

PROOFS OF RESIDENCY

PLAYERS IN YOUR BOUNDARIES –

NEED COPIES OF THREE (3) PROOFS OF RESIDENCY.

PLAYERS LIVING OUTSIDE OF YOUR BOUNDARIES –

NEED AN APPROVED WAIVER FORM AND COPIES OF THREE (3) PROOFS OF RESIDENCY FOR THEIR FORMER ADDRESS WITHIN YOUR BOUNDARIES.

STEP 8

- **COMPLETE THE “D22” MANAGER & COACH PROFILE” FORM.**
- **NOTES;**
 - 1 - DO NOT LIST TWO COACHES IF THE TEAM HAS 12 OR LESS PLAYERS.**
 - 2 – THIS FORM MUST BE TURNED INTO THE DISTRICT ON JUNE 19, 2010 OR SOONER. TEAM(S) WILL NOT BE ACCEPTED WITHOUT IT.**

STEP 9

- **COMPLETE TWO (2) ELIGIBILITY AFFIDAVIT'S**
- **NOTES;**
 - 1- DO NOT LIST ANY PLAYER PRIOR TO HAVING ALL THEIR DOCUMENTATION.**
 - 2 – LIST ONLY ONE COACH IF 12 OR LESS PLAYERS LISTED.**
 - 3 – DO NOT LIST ANYONE IN “MANAGER/COACH REPLACEMENT AREA.**

STEP 10

- **COMPLETE TWO (2) BOUNDARY MAP COVER SHEETS.**

Enter League Name & Identification Number

President to sign and date sheets

**List the players in the same order as the
appear on the Eligibility Affidavit**

STEP 11

- **PRINT AND COMPLETE TWO (2) BOUNDARY MAPS.**
- **ATTACH COMPLETED MAPS, WAIVER FORMS & PROOF OF RESIDENCIES FOR WAIVERED PLAYERS TO BOUNDARY MAP COVER SHEETS.**

STEP 12

- **COMPLETE “D22 PLAYER IDENTIFICATION LISTING” FORM.**
- **NOTES;**
 - 1- LIST ALL PLAYERS IN THE EXACT SAME ORDER AS THEY APPEAR ON THE ELIGIBILITY AFFIDAVIT.**
 - 2 – BE SURE TO LIST YOUR LEAGUE NAME AND ID NUMBER.**

STEP 13

- **COMPLETE PATRONS LIST.**
- **EACH TEAM IS ASKED TO SUPPLY THE DISTRICT WITH A MINIMUM OF 15 PATRONS AND FEES FOR SAME. THESE WILL BE POSTED ON THE DISTRICT'S WEB SITE (www.padist22.org) AS TEAM PATRONS.**

STEP 14

- **TOURNAMENT TEAM AFFIDAVIT TURN-IN.
SEE SCHEDULE.**
- **NOTES;**
 - 1 – THE LEAGUE PRESIDENT AND/OR THE
LEAGUE COORDINATOR ARE THE ONLY
INDIVIDUALS PERMITTED TO TURN-IN
AFFIDAVIT’S FOR THE LEAGUES TEAMS.**
 - 2 – ALL AFFIDAVIT TURN-INS WILL BE DONE AT;**

EARLE MERCADANTE’S HOME
304 NEW HOPE STREET
PLYMOUTH MEETING, PA 19462

STEP 14 - CONTINUED

**OFFICIAL TURN-IN DATE IS
SATURDAY, JUNE 19, 2010
SEE SCHEDULE FOR EXACT TIMES.**

**ANY LEAGUE WISHING TO TURN-IN
INFORMATION ON JUNE 15,
16, 17 OR 18 MAY DO SO BY
APPOINTMENT. THIS IS HIGHLY
RECOMMENDED.**

STEP 14 - CONTINUED

REQUIRED ITEMS AT TURN-IN

- 1 – MANAGERS/COACH PROFILE FORM.**
- 2 – TWO ELIGIBILITY AFFIDAVIT’S.**
- 3 – TWO BOUNDARY MAPS (ONE WITH ALL WAIVERS & PROOFS OF RESIDENCY ATTACHED).**
- 4 – PROOF OF AGE DOCUMENTS.**
- 5 – PROOF OF RESIDENCY DOCUMENTS.**
- 6 - PLAYER IDENTIFICATION LISTING FORM.**
- 7 – PATRONS LIST & FEES.**

HOW TO ENTER YOUR TEAM PACKET

- **THESE PACKETS ARE TEAM SPECIFIC, GIVE ONLY TO THE TEAM LISTED ON THE FRONT OF THE PACKET.**
- **IT IS RECOMMENDED THAT YOU APPOINT A PERSON IN YOUR LEAGUE THE RESPONSIBILITY TO COMPLETE THESE PACKETS OR AT THE VERY LEAST OVERSEE THERE COMPLETION.**

MANAGERS & COACHES RULES & PROCEDURES MEETINGS PACKET

CONTENTS;

1 - POLICY STATEMENT AS APPROVED BY THE PRESIDENT'S ADVISORY BOARD.

2 - SCHEDULE OF DATES, TIMES AND LOCATION.

- THE END -