

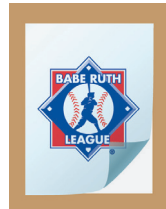
# How to Assemble Your Tournament Credentials

## STEP 1:

Access your account at [www.BabeRuthLeague.org](http://www.BabeRuthLeague.org). Your league president or appointed officer will be able to help you with gaining access to your account.

## STEP 2:

Start your Credentials book by using a 1/2" ring binder that you can find in an office supply store.



## STEP 3:

Place clear sheet protectors for the documents inside the binder.



## STEP 4:

Insert your league's LOE (Letter of Eligibility). This is approved by your State Commissioner and available once approved for printing from your League Portal. If you don't have the option to print the LOE, contact your State Commissioner. Commissioners will not be able to approve LOE's until after June 5th of each year. See LOE section for step-by-step instructions on obtaining your LOE.

## STEP 5:

Insert a copy of your SportsEngine tournament team roster in the binder. If you have any Add/Drops that are made on your tournament roster after June 30th, please be sure to put the revised approved roster in front, keeping the original roster in the binder.



**Quick Note:** You must have an official, submitted roster from your league's affiliated SportsEngine HQ site. Only Add/Drops accompanied by a letter from Headquarters giving specific approval will be valid. Also, per Rule 11.02b, "Players, manager, and coaches may be replaced between tournament levels, but a league may not add players after submitting a team roster at the first level of tournament play. Babe Ruth League strongly recommends each league take a full roster of players into tournament competition."

## STEP 6:

Insert a copy of your league's Certificate of Insurance for Accident and Liability Insurance. If you have Babe Ruth insurance and your league took both Accident and Liability coverage with Babe Ruth, they will both appear together on the certificate form.

## STEP 7:

Managers and coaches are not required to submit a paper copy of their APS certification or coaching education certification, as it is addressed in the Eligibility requirement to submit rosters to Babe Ruth League via their affiliated SportsEngine HQ site. **Quick Note:** Visit [www.baberuthcoaching.org](http://www.baberuthcoaching.org) for information on how you can enroll in this superb training program for coaching education.

## STEP 8:

Insert Consent for Treatment forms. You can print out Treatment Forms from the Babe Ruth Website!



**Quick Note:** Manager of the team should have each parent complete and retain a copy in case it's needed, beginning with state level tournament play. The Consent for Treatment form can be found under [Resources > Forms](#) at [www.BabeRuthLeague.org](http://www.BabeRuthLeague.org).



## STEP 9:

Place a printed copy of your team photo, in uniform, in your binder. Please remember that this photo may also be used for program books and other publications as you advance in the tournament trail. Make sure to have a good photo taken and have a caption included with the photo.

## STEP 10 - CHECKLIST:

- Did I order Official Emblems or the Cap Emblem option 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?
- Do my team managers and coaches have rule books?

## The Local League President will certify upon submission the following:

- ✓ All information (contact numbers, spelling of names, etc.) is correct.
  - ✓ Player birthdays have been certified and are correct.
- ✓ All Players and Managers have met all other rules and regulations of Babe Ruth League.
- ✓ Managers and Coaches have met the requirements of the Safe Sports Act.

Questions? Contact Babe Ruth League Headquarters at 1-800-880-3142.

