

# How to Assemble Your Tournament Credentials

**Step 1** Insert list of League Board names and Phone number, as well as Manager and coaches.

**Step 2** Access your account at BabeRuthLeague.org. Your league president or appointed officer will be able to help you with gaining access to your account.



**Step 3** Start your Credentials book by using a 1/2" ring binder that you can find in an office supply store.

**Step 4** Place clear sheet protectors for the documents inside the binder.



**Step 5** 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 6** Insert a copy of your 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:** Only Add/Drop that are with a letter from Headquarters giving specific approval are valid. Also, remember that when you drop a player you can only add one player. Your roster must stay the same size throughout the tournament trail. You must have an official roster from your league's Sports Sign-Up Play Roster System with Babe Ruth League.

**Step 7** 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 8** Insert Consent for Treatment forms. You can print out Treatment Forms from the Babe Ruth Website!

**Quick Note:** Be sure to have 1 Consent form for each player on the roster. The Consent for Treatment form can be found under Tournaments & World Series>Tournament Credentials at 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. **Quick Note:** You will be uploading a photo when you do your rosters online as well. Remember only players and coaches that are on the official tournament roster are permitted in the photo.

**Step 10** Place Certificates of Certification for each manager and coach that has successfully completed the Coaches Certification Program into your binder.

**Quick Note:** Visit [www.baberuthcoaching.org](http://www.baberuthcoaching.org) for information on how you can enroll in this superb training program.

**Step 11** *New for 2021:* Managers and coaches are also required to submit a Certificate of Completion for Abuse Prevention Training.

- Step 12 - Check List**
- 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?



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

**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.