

**Update: May 1, 2014**

## **2014 Team Registration - Phase 2 Instructions**

### **Completing Your Team's Registration**

Thank you to all teams who met the deadline for submitting their application to participate in 2014. To finish the registration process, follow the steps below.

**1. Purchase Insurance & Pay Fees, by May 15th.** If you have not yet done so, log-in to your team's account on the National registration site -- <http://baseball.legion.org/>, click on "Purchase Insurance" and work through the screens.

**a.** The ability exists to add "Additional Insureds" -- the owner(s) of your home field(s), so that they will also be covered under the liability policy.

**b.** You will need a credit or debit card to complete the purchase. If you are using a debit card, you must enter the account name exactly as it reads on the bank statement (not on the debit card).

**c.** The State and National registration fee amounts will automatically be added into the total, prior to entry of your payment card info.

**NOTE:** Failure to purchase insurance by May 15th will result in a \$200 late fee; failure to purchase insurance by June 1st will result in team disqualification for the 2014 season.

**2. Finalize Your Coaches & Staff.** Make sure that **ALL** of your coaches (and volunteer staff who are subject to background checks) are entered into the national registration system -- and that they have, indeed, completed a background check.

**a.** Log-in to your team account. Click on MY APPLICATIONS, then "view" your team's application to verify your listed staff. **NOTE:** If you have need to delete an individual from the list of your team staff, contact [Mike Perry](#), or [Gail Kalata](#).

**b.** To add additional staff members, click on "Add Coaches / Staff" (in the GREEN menu box on left side of the screen.)

**c.** After you submit the information, the person you have added will appear as "pending" in your team's Application (within the MY APPLICATIONS section of your account), until it is confirmed within the system by the State Director that he/she has successfully passed a background check.

**NOTE:** Coaches who are not listed and/or who have not completed a background check are not permitted to participate in any way; District Directors will be monitoring team compliance.

**3. Ensure that All Coaches Have Completed Concussion Training.** Collect certificates from new coaches to your staff, as well as from coaches whose training has expired. Submit certificate copies to your District Director. Again, Directors will be monitoring for compliance.

**4. Download and/or Print Player Forms.** A link to Form 2, Form 76, and Form 77 is located within your team account. **TIP:** If you download the forms to your computer, you will then be able to email them to players, versus printing and handing out hardcopies for completion. (NOTE: Both coaches and players must complete Form 2.)

**5. Enter Players into your On-Line Roster.** Log-in to your team's account and click on "Enter Roster," and advance to the player entry screen. Returning teams have the ability to search for and select players from the prior season, to reduce the amount of data entry.

a. For each player, enter / update information -- including position, height, weight, etc., and the total enrollment of his high school (refer to the following reports):

[2014 Public School Enrollment Report](#)

[2014 Private School Enrollment Report](#).

b. Uniform numbers must be entered accurately: FYI, for playoffs and the State Tournaments, roster information from the system will be used for program printing and other purposes.

c. Once saved, the system will retain the player info that was entered, you may exit the system and return at another time to enter additional players and/or continue editing.

**6. Submit your Final Roster to National by June 15th.** When your roster is in final form, at the top of the player entry screen, click on "Click here to submit final roster," and follow the on-screen instructions.

a. Once you complete this step, your roster becomes locked, and you cannot make any additional changes. If you accidentally submit your roster prematurely by accident, contact [Mike Perry](#) immediately.

b. Teams that fail to complete this step face season disqualification.

**7. Submit your Roster Packet to Your District Director by June 15th.** (Note: your District Director's deadline may be earlier than June 15.) The following items must be included:

a. Hardcopy printout of the roster you submitted to National. (In your team's system account, print the report entitled "Form-1 Roster" -- which includes player addresses, birth dates, etc. The "abbreviated tournament roster" report is NOT ACCEPTABLE for submittal.)

b. Completed Team Info/Roster Submittal Sheet ([Printable Version](#)).

c. Copies of fully-completed Form 77's (Declarations), as applicable.

d. Copies of fully-completed Form 76's (Transfer/Waivers), as appl.

e. Concussion training certificates, as applicable, and any other miscellaneous forms, approval requests, and/or declarations.

**NOTE:** All players and coaches must also complete Form 2 prior to commencing participation. To reduce time and copying expense for teams, the state office will no longer retain copies of these. Therefore, your District Director will specify a date for you to submit original Form 2's to him/her for review, and they will then be returned to you. All teams must then produce the original Form 2 (along with original proof of age for each player) during team check-in at your playoff tournament.

See related information posted in this News section, as well as items available in the [Team Reg'n & Admin Resources section](#). Of course, refer to your rule book as well. If you have other questions, please contact your District Director, [Mike Perry](#), or [Gail Kalata](#)