



American Legion Baseball

Department of Minnesota

Team Registration Instructions

STEP 6 - SUBMITTING YOUR FINAL ROSTER & PLAYER FORMS TO STATE (THROUGH YOUR DIRECTOR)

Introduction

All teams in the American Legion Baseball Program (Junior and Senior -- both Division I and Division II) must register annually before they can participate. This process includes

- 1) Completing the team application process through the National registration system -- as well as with the State Baseball Committee, in the case of A) a newly-forming team or B) an existing team that has had a significant change in key information, such as sponsor or base school;
- 2) Purchasing insurance from the designated National carrier and paying state/national fees;
- 3) Inputting and editing player and coach information on the National system;
- 4) Accessing reports, forms, and other helpful tools.
- 5) Electronically submitting the team's final roster of players and coaches through the National system;
- 6) Submitting completed hardcopies of all player / team forms (Form 1 roster, Forms 2, 76, 77, etc.) to the State Baseball Committee, through the team's District Director.

Step Six - Submitting Your Final Roster & Player Forms to State, through Your Director

In order for your team to be eligible to compete during the season, you in addition to filing your complete and final roster with National American Legion Baseball, you must also submit your roster, as well as required player forms, to Minnesota American Legion Baseball -- through your Director.

IMPORTANT NOTE: The deadline for submitting your roster and forms to your Director is likely to be earlier than the date that your roster must be submitted to National. Please check with your Director if you are unsure of that designated deadline date. It is your responsibility to be aware of all deadlines -- and to meet them. Failure to meet deadlines could result in the disqualification of your team for the season.

The following items must be printed (or copied) and bundled for submittal to your Director:

1. **A hardcopy printout of your "Final Form 1 Roster."** (This should be identical to the roster you submitted to National via the electronic system.) You have your choice of submitting one of the following two reports (both of which can be printed from the National system) to your Director:
 - A. The "View Roster" report.
 - B. The "Detailed Roster in Excel Format" report.

IMPORTANT NOTES:

The "Abbreviated Tournament Roster" report is not acceptable, because it does not contain player addresses or birth dates.

If you choose to submit the "Detailed Roster in Excel Format," you may modify / enhance it, to make it easier to read. But, at the very least, you must --

- i. Make sure that the player's full name, address and other pertinent information can be easily read, by widening Column A.
 - ii. Make sure that all of the columns will print on the width of one sheet of paper. (For example, set the page orientation to "landscape" before printing the report.)
2. **A copy of each player's fully-completed Form 2.** (You should submit xerox copies; retain the original of each form.) Note that these forms must be signed by both the player and at least one parent/guardian.

3. **A copy of each coach's fully-completed Form 2.** (You should submit xerox copies; retain the original of each form.)
4. **A copy of all fully-completed Form 76 Transfer Forms, as applicable, for individual players.** (If a Form 76 was completed in a prior season for a particular player, if available, please submit a copy of such for the current season, confirming that it was previously completed.)
5. **A copy of Form 77 (Declaration), as applicable, for individual players.** (Again, if a player completed a Form 77 in the prior season, if available, please submit a copy of such for the current season, confirming that it was previously completed.)
6. **A fully-completed Roster Submittal Cover Sheet.** (This form was included in the Baseball Kit you received from the State office. If you have misplaced that form, a copy of it is available for printing on the State's Baseball web page (www.mnlegion.org) -- or through this [direct link to the form](#).)

Bundle your documents in the following order, and submit them to your Director by the designated deadline date. (Ensure you have copies of everything you submit, in the event there are question.)

- 1. Roster Submittal Cover Sheet
- 2. Roster Report
- 3. Individual Coach's Form 2's
- 4. Individual Player Form 2's, Form 76's, Form 77's (in alphabetical order -- same order as roster).

NOTE: It is not necessary to provide copies of your team insurance certificates, since the State office can confirm through the National system that you have purchased the required insurance coverage.

If you have any question, please contact your Director and/or the State office by email or by phone.

Thank you for your cooperation with National and State registration requirements.

We wish you a safe, fun, and successful season!