



How to: Assemble Your Tournament Credentials



Step 1

Access your league account in the Data Center. 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. When using Babe Ruth ID Cards, use "business card" sheet protectors to hold the cards inside the binder.



Quick Note: Babe Ruth ID Cards are available for purchase through your roster tool. Simply select the players you need ID Cards for and supply the shipping information. You can have your cards sent back Next Day Air, 2nd Day Air or regular Ground.



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's Data Center account. 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 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 Add/Drop form as well as your approved letter from Headquarters approving your Add/Drop in the binder.



Quick Note: Only Add/Drop forms that are with a letter from Headquarters giving specific approval is valid. Also, remember that when you drop a player that you can only add one player. Your roster must stay the same size throughout the tournament trail. Must have an official roster from BabeRuthOnline.com.

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

Insert your Babe Ruth ID Cards.

Quick Note: Remember to order your ID Cards when doing your rosters online. You may use original birth certificates in place of ID Cards, however, notarized copies of birth certificates will not be accepted. See ID Cards section for ordering instructions.

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 League Resources on 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.

Quick Note: Visit www.baberuthcoaching.com for information on how you can enroll in this superb training program.

Step 11

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?
- Did I send all of my required paperwork to Headquarters?
- Do my coaches have copies of the rule book?
- Do my team managers and coaches have rule books?



A Division of Babe Ruth League, Inc.

Looking for help now?

Log onto www.BabeRuthLeague.org

and submit a ticket

... or call ...

1-800-880-3142.



How to: Check Credentials for Tournaments



Liability Insurance Information

- Policy number
- Expiration date
- Effective date
- Limits

Accident Insurance Information

- Policy number
- Expiration date
- Effective date
- Limits

Birthdays should match official birth documents.

There should be a coaching certification certificate for each coach listed on the roster.

Insurance policy numbers must match certificate.

ACORD CERTIFICATE OF LIABILITY INSURANCE DATE (MM/DD/YYYY) 2/4/2011

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

(IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).)

PRODUCER K&K Insurance Group, Inc. 1712 Magnavox Way P.O. Box 2238 Fort Wayne, IN 46801	CONTACT NAME Cheryl Pettibone PHONE (A/C Ext) 800-736-7358 FAX (A/C Ext) K&K (A/C Ext) E-MAIL Cheryl.Pettibone@kandkinsurance.com PRODUCER CUSTOMER I.D.#
INSURED Babe Ruth League, Inc. HAMILTON TOWNSHIP BABE RUTH LG. P.O. Box 8816 Hamilton, NJ 08600-8816	INSURER(S) AFFORDING COVERAGE INSURER A: National Casualty Company INSURER B: Nationwide Life Insurance Co. INSURER C: INSURER D:

COVERAGE	CERTIFICATE NUMBER	REVISION NUMBER																																																																
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| | | | | | | | |--|-----|--|--|--|-----------------------------| | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY AND PROPRIETORS' LIABILITY (EXCLUSIVE OF FARMER/ISSUER EXCLUDED) | Y/N | | | | TR. STAT. / OTHER | | (Mandatory in NJ) | | | | | E.L. EACH ACCIDENT | | (See definition of OPERATIONS below) | | | | | E.L. DISEASE - SA EMPLOYEE | | | | | | | E.L. DISEASE - POLICY LIMIT | | | **SPP-39186-00** | 12:01 AM 02/01/2011 | 12:01 AM 02/01/2012 | \$ 10,000 \$ 250,000 |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
Additional Insured: Any Person, Organization, or Entity who is engaged in providing the premises, is a sponsor or co-promoter, but solely with respect to the operations of the named insured.

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
Scott Michael

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If there are any add/drop forms, they must be kept with the Roster at all times. If it is submitted after the deadline, an approval letter must accompany the add/drop form.

ID Cards are official birth documents. The dates are certified by the current league president when ordered. It is their job to ensure that the correct birth date appears on the card and the player is in the correct age group. The cards are good for a player's entire lifetime and the league presidents' change.

Official Team Roster for the year 2011

Roster Due Date: Before League's First Scheduled Game Call Ripken Rookie

Players Name:	Street Address:	City:	Zip:	Age:	DOB:	Email / Phone:
1. Rob Connor	1770 Brunswick Pike	Lawrence, NJ	08648	-1	08/16/2011	Robbie@babe Ruth League.org / 9999999999
2. Michelle Lapointe	1770 Brunswick Pike	Lawrence, NJ	08648	25	01/01/1986	Meesh@babe Ruth League.org / 9999999999
3. Babe Ruth	1770 Brunswick Pike	Lawrence, NJ	08648	25	01/01/1986	Babe@babe Ruth League.org / 9999999999
4. Henry Ruth	1770 Brunswick Pike	Lawrence, NJ	08648	25	01/01/1986	Henry@babe Ruth League.org / 9999999999

Position:	Name:	Street Address:	City:	Zip:	Age:	DOB:	Telephone:	Email:
Manager	Anthony Chell	1770 Brunswick Pike	Trenton, NJ	11111			999-999-9999	
Coach								
Coach								

Bat Boy:

Accident Insurance Company: K & K
Policy Number: SPP-39186-00
Liability Insurance Company: K & K
Policy Number: KRO-13871-00

Distribute as follows:
Babe Ruth Headquarters -- Digitally Submitted.
State Commissioner -- Digitally Submitted.
District Commissioner -- Digitally Submitted.
Retain One Copy for your league records.

This is to certify that all the above information is true and correct. Birth Documents, as listed in Rule 0.04, will be presented to District, State and Regional Commissioners or Headquarters upon request.

League President: Colleen Higgins