Completing Your Pre-Tournament Data Center Checklist
Today’s Topic:
“Completing Your Pre-Tournament Data Center Checklist”

Presenter:
Andy Frederick
Senior Director, Information Services
Little League® International

Format:
20 minutes + 20 minutes Q&A
Main Topics

1. Regular-Season To Do’s
2. Prerequisites for Tournament Enrollment
3. Enrolling in Tournament
Regular-Season To Do’s
Regular Season – Update Officers

- Only the president, vice president, secretary, or treasurer can enroll in tournament.
- Important updates and instructions are emailed regularly.
- Confirmation emails when chartering and enrolling in tournament are sent to the accounts on record.
Regular Season – Review Maps

- Go to View League Boundary Map
- Check baseball, softball, and Challenger maps
- Send any changes to your district administrator
Charter the correct divisions for tournament play:

### Little League Baseball

<table>
<thead>
<tr>
<th>REGULAR SEASON DIVISIONS</th>
<th>8 to 10 Year Old</th>
<th>9 to 11 Year Old</th>
<th>Little League</th>
<th>Intermediate (50/70)</th>
<th>Junior League</th>
<th>Senior League</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minors - Player Pitch</td>
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<tr>
<td>Majors</td>
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<tr>
<td>Junior</td>
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<tr>
<td>Senior</td>
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### Little League Softball

<table>
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<th>Little League</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Minors - Player Pitch</td>
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<tr>
<td>Junior</td>
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<tr>
<td>Senior</td>
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<td></td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>
Regular Season – Pay Balance

• Leagues owing any fees from the regular season (i.e., Chartering and Insurance Enrollment Fees) are placed on hold and cannot compete in tournament until that balance is paid off

• Leagues owing for the regular season will be placed on hold on June 1st
Regular Season – Pay Balance

- To pay, go to **Manage Financials** and then click **Make A Payment**
Combined Teams/Interleague Play

Regular-season Combined Teams:

• The request is initiated by the “host” league and then is confirmed by the “participant” league(s)
• The participant league(s) must charter a single team in that division
• Accident insurance for the team is only paid by the host league
• To initiate a request, go to Manage Forms > Regular-Season Combined Teams Forms
Combined Teams/Interleague Play

Regular-season Interleague Play:

• The request may be initiated by either league; the other league confirms participation

• To initiate a request, go to Manage Forms > Regular-Season Interleague Play Forms
Tournament Combinations

• Based on approved regular-season combinations (i.e., Combined Teams or Interleague Play)

• Can be initiated by any league in the combinations; confirmed by the others

• Required for a multi-league affidavit

• Available now (go to Manage Forms > Tournament Combination Requests)
Prerequisites for Tournament Enrollment
Tournament Enrollment Prerequisites

• Required of **ALL** leagues regardless of tournament participation:

1. Your league must confirm **Background Check Compliance**
Tournament Enrollment Prerequisites

• Required of **ALL** leagues regardless of tournament participation:

  2. Your league must complete the annual District Administrator Evaluation
Enrolling in Tournament
Tournament Enrollment

• Only the president, vice president, secretary, or treasurer can enroll in tournament

• 3 main steps to enrolling in tournament:
  1. Accept the 3 sets of terms and conditions (i.e., Tournament Waiver, the Child Abuse Reporting guidance, and the New Rules guidance)
  2. Enter the tournament team counts
  3. Pay for your tournament teams (optional)
Tournament Affidavits

- The Tournament Affidavit System requires that an approved map be in the system, that the league creating the affidavit is enrolled in tournament, and that any required tournament combinations be in place.
Building Blocks for Your Tournament

- Tournament Affidavits
- Tournament Combinations
- Enrolled Tournament Teams
- Combined Teams/Interleague Play
- Chartered Teams & Accurate Maps
Recap

• Am I properly chartered?
• Have I reviewed my league’s boundary map(s)?
• Have I paid off my regular-season balance?
• Are the necessary regular-season Combined Teams or Interleague Play combinations in place?
• Am I enrolled in tournament?
• Did I request the appropriate tournament combinations?
Need Assistance?

• Call (570) 326-1921 x2800  
  Monday – Friday, 9am – 5pm ET

• Email support@littleleague.org
Questions & Answers