



Credentials Check List for Local Leagues and Coaches

The local league president should provide a copy of this check list to each tournament team coach along with the parental waiver/medical release form, the Coach Background Certification, proof of insurance, and birth certificates to bring to the District Credentials Meeting.

League and Team Responsibilities

- ❑ All tournament teams must attend the District Credentials meeting at a time/place set by the District Director.
- ❑ The TOURNAMENT TEAM ELIGIBILITY AFFIDAVIT shall be completed online through the league's Manage Teams page. Leagues can access their Manage Teams Page by going to the **ONLINE ROSTERS** tab on the DYB website and clicking on the **Roster Login Screen** link.
- ❑ All information on the Tournament Affidavit/Roster must be provided from the information submitted on the regular season rosters in the online DYB Roster database host by SportsSignUp (formerly SI Play).
- ❑ Players must be selected from the players listed on the League Rosters submitted online which are due May 1.
- ❑ **Player's names must be listed exactly like it is on the legal birth document.** Full names, no initials, no nick names, and no adopted names unless there is documentation of a legal name change
- ❑ The President of each league or League Official must check all birth records of players, print three copies of the Tournament Affidavit/Roster for each team from the online database and sign each copy of the Affidavit certifying that all information on the Tournament Affidavit is correct. (**Coach-Original, Copies – League and DD**).
- ❑ Must have 3 coaches (no more) listed on the AAA, Majors and "O"ZONE tournament team affidavits.
- ❑ Must have 4 coaches (no more) listed on the T-Ball and 6U & 8U AA Coach Pitch tournament team affidavits.
- ❑ Copies of birth certificates must have a statement printed on the copy that states ***"this is an exact and true copy of the original certificate"***. **The statement must be signed by the parent or legal guardian. This statement cannot be on a separate page that is stapled to the birth certificate. Note: The statement signed by the parent on the birth certificate does not have to be notarized.**
- ❑ A parental waiver/medical release form for each team with the parent or legal guardian's signature next to the player's name. The parental waiver/medical release form can be downloaded from the Dixie Youth website at www.dybusa.org. The parental waiver/medical release form is titled "ASSUMPTION OF RISK / WAIVER OF LIABILITY / INDEMNIFICATION AGREEMENT FOR MINOR PARTICIPANTS & MEDICAL RELEASE".
- ❑ There must be proof of Accident and Liability Insurance. The policy coverage must be:
 - ***Excess Accident-team must be covered with Excess Accident policy with a Medical Limit of at least \$50,000.***
 - ***General Liability-team must be covered by a General Liability Policy with an "each occurrence "limit of at least 1,000,000 combined single limits for "bodily injury" and "property damage". If the team does not purchase its General Liability Insurance from Sadler, it is required that its insurance certificate name Dixie Youth Baseball, Inc. as an "additional insured", and have the tournament insurance check list completed and signed by their insurance agent.***
- ❑ Each team must have a Background Check Certification/Waiver of Liability and Indemnification form signed by all the team coaches and a copy to be retained by the league.
- ❑ The tournament affidavit/roster, parental waiver/medical release form, coaches background check certification form, insurance and the birth records will be publicly inspected and approved by a credentials committee composed of three members.
- ❑ These documents should be put into a three-ring binder with the birth certificates inserted in order of the names listed on the Tournament Team Affidavit to be presented to the Credentials Committee.
- ❑ ***The league should maintain a copy of the following documents in the league records for 7 years (17 years if a serious injury occurs during the season)***
 - (1) ***Tournament Affidavit;***
 - (2) ***Parental Waiver/Medical Release: "ASSUMPTION OF RISK / WAIVER OF LIABILITY / INDEMNIFICATION AGREEMENT FOR MINOR PARTICIPANTS & MEDICAL RELEASE";***
 - (3) ***Coaches Background Check Certification; and***
 - (4) ***Proof of Insurance for the current season.***