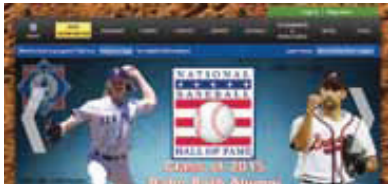


# How to Assemble Your Tournament Credentials

## Step 1

Access your account at BabeRuthLeague.org. 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 are valid. Also, remember



that when you drop a player you can only add one player. Your roster must stay the same size throughout the tournament trail. You 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](http://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?

