



West Zone Softball Manager “Book” Instructions

Please follow these instructions to make your team check-in and team eligibility a smooth process for yourself.

Use a 1 inch, hard sided binder (color of your choice)

use individual plastic sleeves for each of the needed forms

1. **Copy of the leagues current Insurance for Liability and Accident.**
Please have your insurance company list PONY, Inc as a certificate holder or Additional insured.
2. **A team roster** – Uniform #, Player Name
3. **A Team Photo** – With all coaches and players
4. **Affidavit** – Official Softball affidavit (Baseball is different). Download the form, save it to your computer, complete and save again for printing.
 - a. The player’s entire name must be typed exactly as it appears on their birth document.
 - b. Each players regular season team name must appear
 - c. Manager, coaches, and Business Manager (4th coach) information must be complete.
 - d. Once this information is completed, you must have your league President (or officer) sign and accept the accuracy of the form.
– Note to Presidents or officers – NEVER sign a blank form as this puts you at risk for future PONY play.
5. **Player information** – One for each player in individual plastic sleeve
 - a. Copy of Birth Document (photo copy is acceptable)
 - b. Signed (Parent or Guardian) official PONY Medical release form
 - c. Recent (small) photo (School photo is acceptable)

This “Book” will be checked at each tournament. This book must be present, with the coaching staff, at all games.