



PONY BASEBALL NORTHWEST REGION

Instructions for Preparing a Tournament Team Book

The Tournament team book is a three-ring binder, which contains all the required documentation for your Pony Tournament Team. The Manager must have the Team Book at all games and must present it for inspection and approval at all Pre-Tournament Meetings.

Each item in the Team Book should be in sheet protectors in the following order:

1. Tournament Team Eligibility Affidavit (TTEA). You will need an original and 2 copies of the completed and signed affidavit. Make sure that you have the second page of the affidavit, which is the Pitching Record that is kept with the TTEA.
2. Team Commitment to West Zone Form, completed and signed by the Team's Manager/Head Coach and the League President.
3. Proof of League Insurance **that shows Pony Baseball, Inc as an additional insured.**
4. The following documents for each player on your TTEA, in the same order as on the affidavit. All documents for each player should be within the same sheet protector.
 - Copy of birth document (e.g. birth certificate, valid passport, or driver's license)
 - Medical Release Form signed by player and parent or guardian
 - Proof of Residence. A document that shows that the player resides at the same residence as indicated on the TTEA. *For example, a utility bill or copy of a parent or player's driver's license.*
 - Lystedt Law and Sudden Cardiac Awareness Act acknowledgement forms, signed by the player and parent or guardian. These forms are required by Washington State Law.
 - For Palomino or Thoroughbred, a copy of the Player Contract.
5. Airline Travel Manifest. The airline travel manifest is not a required part of the team book, however the winner of the region tournament will be required to submit this form on the Monday morning following conclusion of the tournament. The team should have this form ready to go, particularly if playing in the championship game.

**All forms are available on the Pony Baseball Northwest Region Website
located at <http://www.ponynorthwestregion.org>**