



State Tournament Team Binder Documents & Instructions



Documents Checklist: Documents required for player and state tournament team eligibility. ORIGINAL signatures required.

Listed By Pages of Team Binder

- **Tournament Team Affidavit**
 - Upon approval of your team's TOURNAMENT TEAM ELIGIBILITY ROSTER, the listed league contact will be emailed to retrieve and complete the Tournament Team Affidavit
- No handwritten affidavit will be accepted
- A valid affidavit requires the ORIGINAL signature of the league president or authorized league officer. Your signature validated confirmation of a review and approval of all documents submitted. If a league president or league officer is part of the coaching staff listed of the affidavit, another officer must sign the Tournament Team Affidavit.
- **Current Copy of League Insurance Certificate**
- **Coaches Concussion Certificates**
 - A current copy of concussion certificate for each coach listed on the tournament eligibility certificate.
- **Team Photo**
 - Team photo shall be:
 - (1) digital copy electronically sent to: g.earll@pony.org
 - (1) 5 x 7 print (for team document binder)
 - Team shall be in uniform (including hat)
 - Year & Tournament Team Name shall be included on photo
 - Names of players & coaches by row to be included on BOTTOM of page UNDER (not on) photo

Each Player Shall have Each of the Following Documents in Team Binder

- Place COPIES of documents back-to-back in separate protective sheets. DO NOT include each player's document all together in one protective sheet.
- After pre-check of binder documents, all ORIGINAL documents will be returned to the front of the team binder.
- All player binder documents can be found on the hawaiiponybaseball.org website
 - **Birth Verification**
 - ORIGINAL birth certificate – 1st level of tournament play only
 - COPY for team binder
 - Original shall be retained in team binder until a copy is submitted. Team Business Manager shall be responsible for returning original documents to parent/legal guardian.
 - **Individual Player Photo (2" x 3")**
 - ORIGINAL - Place in the BOTTOM RIGHT corner of birth document
 - COPY – Onto BOTTOM RIGHT portion of birth document
 - **Medical Insurance Card**
 - ORIGINAL – clip to top of birth document
 - COPY – Onto the BOTTOM LEFT portion of birth document
 - **Proof of Residency**
 - Acceptable Documents
 - Utility Bill COPY (water, electricity, cable) – Must show residential street address of player's parent(s)/legal guardian(s)
 - School Enrollment Form (If residence cannot be verified due to multi family dwelling)

- Parent/Legal Guardian car insurance declaration page
 - Parent must be owner of vehicle listed on policy and listed as an insured person in the household.
 - Non Acceptable Documents
 - Driver's License, Bank Statements, State ID, Cell Phone Statements, Credit Card Statements
- **Player Commitment Form**
- **Medical Release Form** – ORIGINAL Signature
- **Publication/Video Release Form** – ORIGINAL Signature
- **Code of Conduct Form** – ORIGINAL Signatures
 - Both parents or legal guardians MUST sign
 - (1) household parent/guardian if applicable

Parent Requirements

- **Parent Positive Coaching Alliance Certificate – Second Goal Parent**
 - Current copy (within 3 years) of Positive Coaching Alliance – Second Goal Parent course certificate for (1) parent or legal guardian.
- **Parent Concussion Certificate**
 - Current copy for both parents/legal guardians



State Tournament Team Binder Documents & Information



Required document samples and instructions for tournament team eligibility are enclosed to assist leagues and teams in preparing required documents for post season tournaments. Please take the time to review these documents and instructions. League officials will be responsible to assist the teams in preparing these documents and assuring that they are processed properly.

Prepare all documents as instructed and drop off team document binder at the time and place designated on tournament information of fact sheet.

The following information describes the required TEAM based forms & documents.

Tournament Team Eligibility Roster – Email to Gwen Earll at g.earll@pony.org

Included with this packet is a fillable copy of the *Tournament Team Eligibility Roster*. Each tournament team is required to complete this document. Please fill in all required information and email to Gwen Earll at g.earll@pony.org.

This form determines the eligibility and approval of player(s) BEFORE listing them on the *Tournament Team Eligibility Affidavit*. Players must be registered with Hawai'i PONY Baseball, INC for the current season and team must be in compliance with all other eligibility requirements which includes the attendance and completion of Positive Parent Course by the player's parent or legal guardian

Tournament Team Affidavit – Draft Sample & Step-By-Step Instructions Enclosed (see separate section)

The *Tournament Team Eligibility Affidavit* is to be presented at each pre-tournament meeting for review and approval. This document will be retained by the tournament directors at each level of tournament play. Each team advancing to the next level of tournament play will have this document returned for the next level tournament.

EFFECTIVE 2015: Tournament Team Eligibility Affidavit's shall be processed online ONLY. Upon receiving your *Tournament Team Eligibility Roster*, the specified league contact person will receive an email with an ID and password to retrieve and complete the *Tournament Team Affidavit* online. Handwritten affidavits are no longer accepted. Should your league or tournament team(s) want a copy for their records or binder, please print multiple copies.

A valid *Tournament Team Eligibility Affidavit* requires the original signature of the league president or authorized league officer. NO PHOTOCOPIES shall be accepted. Your ORIGINAL signature validates confirmation of review and approval of all documents submitted. If a league president or league officer is part of the coaching staff listed on the affidavit, another officer must sign the document.

Tournament Team Roster – Submit Form as EXCEL file to Dan Aono at d.aono@pony.org

Included with this packet is a copy of the *Tournament Team Roster*. Each tournament team is required to complete this document. Please fill in all required information and email to Dan Aono at d.aono@pony.org.

This document is created as an EXCEL file and will automatically print tournament awards and materials based on the information supplied on this form. If a player has a nickname, include this name “in quotes” as instructed. Before submission, please review spelling.

Team Photo – Sample Enclosed

Effective 2015: (1) digital copy electronically sent to: g.earll@pony.org (1) 5 x 7 print (for team document binder) Photo shall include the year and tournament team name. Include at the bottom of the photo, the names of players and coaches by row.

Team photo shall have team in uniform, which includes the hat.



State Tournament Team Binder Documents & Information



The following information describes the required PLAYER based forms & documents.

Medical Release Form – Form Included

Included with this packet is a current, fillable copy of the *Medical Release Form*. Each team player if required to complete this document. Please fill in all required information, print, and include the ORIGINAL signature of parent/legal guardian. NO PHOTOCOPIES shall be accepted.

Publication/Video Release Form – Form Included

Included with this packet is a fillable copy of the *Publication/Video Release Form*. Each team player if required to complete this document. Please fill in all required information, print, and include the ORIGINAL signature of parent/legal guardian. NO PHOTOCOPIES shall be accepted.

This form allows PONY Baseball the use of photos or videos of a player(s), team(s). It is the intention to publicize the player or team with the understanding that no monetary gain shall be established.

Code of Conduct Form – Form Included

Included with this packet is a fillable copy of the *Publication/Video Release Form*. Each team player if required to complete this document. Please fill in all required information, print, and include the ORIGINAL signature of parent/legal guardian. NO PHOTOCOPIES shall be accepted.

This form is an agreement by the parent(s) or guardian(s) agreeing to their conduct during practices, games, and team activities and functions. They agree to support the player(s), team, coaches, and directors during post season activities. If agreement is not followed, they acknowledge the penalties stated in the agreement.

Parent/Legal Guardianship

Court documents must support any claims of legal guardianship, legal custody or adoption when parent(s) is not established or listed on birth document or claims of legal custody or parental custody. Other documentation may be requested as deemed necessary and must be produced immediately upon request.

Positive Sports Parent Program (see separate section for instructions)

It is MANDATORY for one (1) parent or legal guardian of a player who is selected to participate on a Tournament Team to successfully complete the ONLINE Second Goal Parent course. This is a two-step process and requires a \$30 fee.

Tournament Uniforms

1. Teams are allowed to wear regular season uniform, representing their season team. Should this option be selected, a uniformed tournament team hat shall be worn by all players and coaches.
2. Coaches may use collard polo shirts. Should this option be selected, coaches must be dressed with matching shirts and in the same color as the team uniform. League name, team name, or logo must be printed or embroidered on coach's uniform or polo shirt. Number are NOT mandatory for coaches.
3. Printing on uniform is limited to team name, player last name and number. Commercial advertisement or sponsorship printing is limited to two inches in diameter and must be on the back of the uniform under the uniform number. No advertisement to tobacco or alcohol shall be allowed.
4. No part of the uniform shall include a pattern that imitates or suggests the shape of a baseball.
5. Baseball pants MUST be worn by both players and coaches. **NO SHORTS** will be allowed.

Tournament Patches

All participants, including coaching staff listed on tournament affidavit are required to have the PONY tournament patch sewn to the RIGHT sleeve of the uniform. If a vest is being used, the PONY tournament patch must be sewn on the UPPER RIGHT side of the vest. All team members must have the patch sewn in the same place.

**HAWAI'I PONY BASEBALL EXTENDS A HEARTFELT
MAHALO & GOOD LUCK TO ALL PARTICIPATING LEAGUES**



**Hawai'i PONY Baseball, Inc.
Tournament Player Commitment Letter**

Hawaii Pony Baseball continues to “Protect Our Nations Youth” by providing a youth program that will teach them to “Honor the Game” and all the adult leadership and decisions made for our youth that surround them during the tenure of their baseball career. The value we teach our youth will be with them for a lifetime filled with memories whether positive or negative. One of those values we want to instill in our youth is commitment. We are setting these values and asking for your commitment to the PONY Baseball tournament season. If you cannot commit to this obligation and value, then we strongly suggest that you do not commit to this tournament season.

Tournament Commitment Eligibility

Players participating on another organization’s team and/or travel ball team during the PONY Baseball tournament season from start dates _____ to completion dates _____ shall not be eligible for tournament play.

Initials:

_____ Father
_____ Mother

Tournament Committee

We, the parents of _____, will hereby make this commitment for my child to be eligible for PONY Baseball tournament season dates as listed above. My child is not and will not be participating with another tournament team, travel ball team, or team during PONY Baseball’s tournament season. My child will commit to the _____(year) Tournament until we have completed tournament season or have been eliminated from further play in a participating PONY Baseball Tournament (Sectional, Region, Zone, and World Series).

Initials:

_____ Father
_____ Mother

We understand that if it is found that we did not honor this commitment, my child will not be eligible for any future PONY Baseball leagues/seasons/tournaments for the duration of two (2) consecutive years.

Print Name – Mother/Legal Guardian

Print Name – Father/Legal Guardian

Mother/Legal Guardian Signature & Date

Father/Legal Guardian Signature & Date



Hawai'i PONY Baseball, INC Code of Conduct

I hereby pledge to provide positive support, care, and encouragement for my child _____, participating in any League functions, and/or Hawai'i Region Tournaments, Hawai'i Section Tournaments, West Zone Tournaments, and PONY Baseball World Series Tournaments.

- I will remember that the game is for the players – not the adults.
- I will place the emotional and physical well-being of my child ahead of a personal desire to win.
- I will insist that my child play in a safe and healthy environment.
- I will encourage good sportsmanship by demonstrating positive support for all players, coaches, and officials at every practice and/or game.
- I will support the coaches and officials working with my child, in order to encourage a positive and enjoyable experience of all.
- I will do my very best to make participation on the Tournament All Star team fun for my child.
- I will ask my child to treat other players, coaches, fans, and officials, with respect and aloha regardless of race, sex, creed, or ability.
- I promise to help my child enjoy the Tournament All Star team experience by “Honoring the Game” and being a respectful, positive fan that will demonstrate a positive role model for my child, team members and team supporters.
- I understand and agree that failure to abide by the above terms and conditions may result in being banned from attending practices and/or games. Secondly, I understand and agree that repeated failure to abide by the above terms and conditions will result in my child’s removal from further play in the current tournament season.

Print Name-Parent or Legal Guardian

Print Name-Parent or Legal Guardian

Signature - Parent or Legal Guardian Date

Signature - Parent or Legal Guardian Date



**PARENTAL AUTHORIZATION
MEDICAL RELEASE FOR
PARTICIPATION IN
PONY BASEBALL OR
SOFTBALL ACTIVITIES**

I, as the parent or guardian of (player's name) _____,
do hereby give my approval for their participation in any and all PONY BASEBALL or
SOFTBALL league activities. I hereby grant my permission to managing personnel or
other league representatives to authorize and obtain medical care, at my expense, from
any licensed physician, hospital or medical clinic should the player become ill or injured
while participating in league activities away from home, or where neither parent or legal
guardian is available to grant authorization for emergency treatment.

I assume all risks and hazards incidental to my child's participation, including
transportation to and from the activities; and do hereby waive, release, absolve,
indemnify and agree to hold harmless the local PONY BASEBALL, INC organization,
PONY BASEBALL, INC, the organizers, sponsors, supervisors, participants and
persons transporting the player to and from the activities, for any and all claims arising
out of an injury to the player.

I further agree to furnish a certified birth certificate for the player, upon request of league
officials, and to return upon request the uniform and other equipment issued to the
player in as good a condition as when received, except for normal wear and tear in
league activities.

Insurance Company: _____

Policy or Certificate Number: _____

Signature of Parent or Legal Guardian: _____

Print Name of Parent or Legal Guardian: _____

Relationship: _____

Date: _____

