January 9, 2017

Team Registration - Phase 2 Instructions

Completing Your Team's Registration

After your team application has been submitted / approved, to finish the registration process, follow the steps below.

1. Purchase Insurance & Pay Fees, by May 15th. If you have not yet done so, log-in to your team's account on the National registration site -- http://baseball.legion.org/, open YOUR TEAM via the drop-down menu at the top of the screen, click on "Purchase Insurance" in the left-hand column, and complete the insurance application.

a. It is STRONGLY recommended that you add "Additional Insureds" -- the legal owner(s) of your home field(s), so that they will also be covered under the liability policy, free-of-charge. (Many field owners actually require that they be named on the "certificate of insurance," before a team is allowed to use the field.)

b. You will need a credit or debit card to complete the purchase. If you are using a debit card, you must enter the account name exactly as it reads on the bank **statement** (not on the debit card).

c. The State and National registration fee amounts will automatically be added into the total, prior to entry of your payment card info.

NOTE: Failure to purchase insurance by **May 15th** will result in a $200 late fee; failure to purchase insurance by **June 1st** will result in team disqualification for the season.

2. Finalize Your Coaches & Staff. ALL of your coaches (and volunteer staff who are subject to background checks) must be entered into the national registration system -- and they all must also complete a background check.

a. To verify your entered staff members (and the status of their background checks), log-in to your team account. Click on MY TEAMS at the top, select your team, and then click "View." Then, in the left-hand navigation pane, click on "Coaches & Staff" to view your entered staff members.
NOTE: If you need to delete an individual from the list of your team staff, contact Mike Perry, or Gail Kalata ASAP.

b. To add additional staff members, click on "Coaches & Staff" in the left-hand pane, to navigate to the coaches portion of your account. Then click on the highlighted link for "Add Coaches & Staff" (upper right), and the staff entry form will open. After entering a new staff member, make sure to click on "Save" !!

c. After you submit the information, the person you have added will appear as "pending" in your team's Application, until it is confirmed within the system by the State Director that he/she has successfully passed a background check.

NOTE: Coaches who are not listed within your team account and/or who have not completed a background check are not permitted to participate in any way; District Directors will be monitoring team compliance.

3. Ensure that All Coaches Have Completed Concussion Training. Collect certificates from new coaches on your staff, as well as from coaches whose training has expired. (You must submit copies of those certificates to your District Director with your team's Roster Packet.) Again, Directors will be monitoring for compliance with MN's State Law that requires concussion training.

4. Download and/or Print Player Forms. A link to Form 76, and Form 77 is located within your team account. **NOTE:** Due to an error in the birthdate field on the Form 2 that National has made available within your team account, **USE THIS 2017 FORM 2** -- to alleviate headaches with having incomplete player birthdate info. **TIP:** If you download the forms to your computer, you will then be able to email them to players, versus printing and handing out hardcopies for completion. (NOTE: Both coaches and players must complete Form 2.)

5. Enter Players into your On-Line Roster. Log-in to your team's account and click on "Enter Roster," and advance to the player entry screen. To reduce the amount of data entry, returning teams (who correctly filed their Team Application as a "renewal of last year's team") have the ability to search for and select stored players from their prior season's roster.

a. For each player, enter / update information -- including position, height, weight, etc., and the total enrollment (grades 10-12) of his high school (NOT the player's grade in high school). To obtain the **correct enrollment** of the high school a player attends, refer to the reports that are located in the Resources section of the State web page. (Note: Data for the current season becomes available in March.) School enrollment data is also available from District Directors.

NOTE: The only instance in which you would check "Dual Roster" at the top of the player is entry screen is if the player is double-rostered on a Senior Legion team and its corresponding Junior Legion team. DO NOT check this box if the player is rostered by a non-Legion program team, such as VFW. (Be aware, however, that, under MN Rules, players who are double-rostered with non-Legion program teams must be reported to, and approved by, your District Director.)

b. Uniform numbers must also be entered accurately; FYI, for playoffs and the State Tournaments, roster information from the system will be used for program printing and other purposes.

c. Make sure to click "Save Player" at the bottom of the screen before leaving the entry screen. (The system will then retain the player info that was entered, you may exit the system entirely and return at another time to enter additional players and/or to continue editing.)

6. Submit your Final Roster to National within the registration system by June 15th. When your roster is in final form, click on "Click here to submit final roster," and follow the on-screen instructions.

a. Once you complete this step, your roster becomes locked, and you cannot make any additional changes. If you accidentally submit your roster prematurely, contact Mike Perry immediately.

b. Teams that fail to complete this step face season disqualification.

7. Submit your hardcopy Roster Packet to Your District Director by June 15th. (Note: your District Director's deadline may be earlier than June 15.) The following items MUST be included:

a. Hardcopy printout of the roster you submitted to National. (In your team's system account, print the report entitled "Form-1 Roster" -- which includes player addresses, birth dates, etc. The "abbreviated tournament roster" report is NOT ACCEPTABLE for submittal.)

b. Completed Team Info/Roster Submittal Cover Sheet (Printable Version).

c. Copies of fully-completed Form 77's (Declarations), as applicable.

d. Copies of fully-completed Form 76's (Transfer/Waivers), as applicable (which must also have been previously approved by Mike Perry.)

e. Concussion training certificates, as applicable, and any other miscellaneous forms, approval requests, and/or declarations.

NOTE: All players and coaches must also complete Form 2 prior to commencing participation. To reduce time and copying expense for teams, the state office will no longer retain copies of these. Therefore, your District Director will specify a date for you to submit original Form 2's to him/her for review, and they will then be returned to you.

All teams must then produce the original Form 2 (along with original proof of age for each player) during team check-in at your playoff tournament (along with official proof of age).

See related information posted in the News Section of the State web page, as well as forms and info available in the Team Reg'n & Admin Resources section of the site. Of course, refer to your rule book as well.

If you have other questions, please contact your District Director (see list) -- or Mike Perry or Gail Kalata.