

INSTRUCTIONS FOR COMPLETING THE TTEA

1. TTEA (Tournament Team Eligibility Affidavit) Use the one for your particular team.
2. Form may be obtained from the PONY website (www.pony.org) or from the league
3. All forms must be completed as a Microsoft Word document and saved as the 2003 version.
4. File name needs to identify the team – i.e., SimiYouthMustangA, CamarilloPinto7, etc.
5. All blocks must be filled in. Instructions per block are below.

TTEA -

1. Traditional or And Under must be checked
2. Division must be marked – For leagues that have multiple teams in a division, there must be a notation to identify the A, B or C teams.
3. League name, Location (address) City, State – self explanatory
4. Insurance Company – self explanatory
5. Policy # - self explanatory
6. Year – 2011
7. Zone – West
8. Uniform number – you may not have this information for the preliminary review. However, it must be listed when the manager checks in at the first tournament.
9. Player's Full Name – Must be as it is on the documentation that is provided with the date of birth. Be sure that middle names are included. The name must be listed John David Doe – not last name first.
10. Date of birth – mm/dd/yyyy or mm/dd/yy
11. Address – Full street address – P.O. Boxes are not acceptable.
12. City – No abbreviations or dittos (“”) (dittos are not acceptable in any of the blocks)
13. State – CA is acceptable
14. Zip Code – self explanatory
15. Team – This is the name of the team that they played on during the season – NOT Newbury Park All Stars.
16. Manager's (Coach and Business Manager) Name, Full Address, Email Address and Phone – Please make sure that this information is complete as we use it to verify the person's identity when they check in at the managers meeting and if they need to be contacted during the tournament. These are the names of the persons who will be on the field during the games – not the team moms.
17. ADA paragraph – please make sure that this is completed. If it does not apply, it should be marked as N/A
18. League President or authorized league official – Some leagues may have a designed person to sign – and that person must be on the list of “authorized officials” maintained by the Region Director.
19. Address, city, state and zip – this is the league address
20. Day Phone, Evening Phone, Fax and Cell – these are the phone numbers of the person who is signing the TTEA – fax number is not necessary.
21. Email – email address of person who is signing the TTEA
22. League President or Authorized Official Signature – All TTEA's must be signed prior to submitting for preliminary review.