



PROCEDURES INFORMATION

The procedures below are to be followed in order to minimize the duplication and the time required to complete the process. Included are the procedures for:

1. Club Database – Trusted Club Official (TCO)
2. Registration
3. Clearances
4. Dispensation request to play in Little League
5. Junior League & Little League Registrations
6. Administration of the Club Database

FORMS CAN BE FOUND AT: www.walittleleague.baseball.com.au | Forms

Contact: Little League OPERATIONS SUPPORT MANAGER (OSM) - email: llwareg@gmail.com

1. CLUB DATABASE – TRUSTED CLUB OFFICIAL (TCO)

All Clubs are required to select a Junior/Little League Club Official to act in the role of the Trusted Club Official (TCO). The ideal person for this task would be the Club Registrar or person handling Club registrations. TCO forms are to be sent to the Little League Operations Support Manager (OSM).

- a. They are required to complete the TCO Privacy Agreement and return it to the LLWA OSM.
- b. All TCO'S with no child playing in the club must hold a current Working With Children's Card and a photo copy of the card must accompany your TCO Form.
- c. Once the forms are received by the LLWA OSM, they will be issued with an ID Number and Password to access their clubs database.
- d. Assistance and training will be available to them if required.

2. REGISTRATION (Please use a black pen to fill in the form)

Clubs are required to follow these procedures for registering players for their respective clubs if you are not using the on-line registration system:





- a. Print the Registration form off the Little League website under "Forms" in the main menu www.walittleleague.baseball.com.au and click "Forms" in the main menu.
- b. Copy as many forms as required for players registering at your club.
- c. Get the form filled out and signed by the registering player/member and signed by the parent. Make sure that the "Image Consent" section is answered Yes or No.
- d. Keep the form for your club's files. The LLWA Operations Support Manager will recall forms if required.
- e. The trusted club official will upload the information from the registration form onto the database.
- f. Complete / update all the required fields including mailing address and email in the Club database.
- g. Ensure players are on the database before they play.
- h. Submit Team Nomination Form by August 31st
- i. Inform LLWA Operations Support Manager well in advance of any withdrawal or re-grading of teams or Clubs will incur a fine.

3 TRANSFER PROCEDURE (Clearances)

Any player who has registered and played Baseball in Australia, requires a clearance to move from one club to another.

Clubs seeking clearances for players will be required to comply with the following procedures. Queries can be directed to the Operations Support Manager, Caroline Adamson.

Clubs will be responsible for managing clearances for players.

- a. For Clearances within the state to be done on-line in the IMG Database;
- b. Clearances for players going Interstate must also go through BWA for approval. Email llwareg@gmail.com
- c. Clearances for players coming into WA can be dealt at club level via the on-line system. Please also note that some states are not using this system and you may need to use the old paperwork. Form can be found on the BWA Website (for senior players) Link: [Baseball WA Registration Form](#) and use the Junior Clearance form for junior players.
 1. TCO's (Registrars) are required to Log in to their database, and following the below procedure: (This on-line system is viewed and monitored by the state at all times.)
 1. Click on "Network Search"
 2. Type in the Players name who is requesting a transfer to your club and click "Search". If they are in the database, then the player will appear. *(If not in the database then you are required to follow the procedure in NOTE below.)*
 3. Click on "➡" to request for a transfer to your club.
 4. The "Transfer Request" page will appear. Fill in your (registrars) contact details and add the reason for clearance in the "Comments" box. (please note if this is a protected player) And click Save. This will automatically generate a clearance request to the club transferring from.
 5. Clubs can read all "comments" by clicking on the "Notes" icon 
 6. If the Former club Grants/Not grant the transfer, you need to click on the LOG button  and add a note saying Granted/Not granted and reason why if not, and fill in contact details. This is important so that the clubs can see who is granting/Not granting the request. *You can contact the Operations Support Manager for any queries.*
 7. If the former club GRANTS the request, **VERY IMPORTANT:** *Please use LOG button  and use the "COMMENT" box prior to GRANTING/NOT GRANTING a transfer,* then the former club can click the transfer button  and the player will be automatically transferred to the requesting club Database.
 8. Once a clearance is granted, the player must be made financial by the TCO so that the player is covered under insurance. Instructions for this is at the end of this document.
 9. **TO CHECK TO SEE YOUR CLEARANCE GRANTED** click on "Member Transfers" (Under "Network Search") and a list will be available for all completed.)

NOTE: FOR CLEARANCES WITH PLAYERS NOT ON THE DATABASE. Print a Registration/Clearance form, Have the form completed by both clubs and email to the

Operations Support Manager llwareg@gmail.com. The OSM will add the player into the Database and will advise you it is completed.

- If the former club refuses the clearance, the former club must email the OSM the Players name and reason why within one week. (It should also be noted on the on-line system).
- If a Clearance is not dealt with within one week, the OSM will contact the club.
- The OSM will notify the Competitions Administrator who will resolve any clearances where there is a dispute.
- Playing a player not cleared will result in penalties as per regulations.

Making a player Financial

1. in member listing,
2. Click on a player's name
3. click on Subscription then next
4. leave everything at zero dollars and click "generate" on the bottom of the page
5. Click post
6. Click payment (don't worry about choosing anything and leave it as Cash.
7. click process payment

Then if you click member then click on membership you will see that Financial will have a "Yes" next to it.

4. DISPENSATION REQUEST TO PLAY IN THE LITTLE LEAGUE DEPARTMENT

Dispensations are to go through the Charter committee. Please read the Club Ball Regulations regarding dispensations procedures. Completed Dispensations are to be sent to llwareg@gmail.com by the Charter President.

Please note that League Age 12 year olds have a separate Dispensation form and must be used when requesting dispensation for League Age 12 year olds.

You can obtain this form by contacting the LLWA OSM or download from the LLWA Website. www.walittleleague.baseball.com.au

5. JUNIOR REGISTRATIONS


- a. Baseball WA will be issuing initial invoices to clubs based on NORMAL Junior Registrations. TBAWA Registered teams must be players playing Tee-Ball & Little League in the same season.
- b. Clubs who intend to claim the discounted Tee-ball/Little League (TBAWA Registered) registration fee for players that are current active members of a Tee-ball club must adhere to the following:
 1. Submit a request to LLWA OSM outlining player details for those registered to Little League clubs.
 2. Have all members eligible for the discount entered on the Baseball Australia (BA) database before participating in the player's first game.
 3. The eligible member, being a member of a tee-ball club MUST be entered on the BA database in the category "TBAWA REGISTERED".
 4. Clubs who enter players as "Little League" will be charged full Little League fees.

6. ADMINISTRATION OF THE CLUB DATABASE

TCO's must apply for their Access to their Club Database via the LL Operations Support Manager.

When registering players on the database:

- a. Ensure that the "Membership Type" & "Subscription Type" in the database the player is registered for is correct. Players are registered according to their Date of Birth, not the competition they want to play in.
- b. Ensure that their birthdates, addresses & email addresses are correct. Email addresses are mandatory.
- c. At the insistence of the BA insurance policy, all players who have been made financial in the database become liable for ABF fees immediately after completion of generating their subscription.
- d. Clubs who submit a game report where a player appears and who has not had their subscription generated on the BA database is playing an unregistered player and will result in penalties as per regulations for each instance of none compliance.

Please contact the LLWA Operations Support Manager as you cannot delete players. To make a player non-financial you will need to cancel their "subscription". To do this, click on the member you require, click the History tab, Click the Subscription tab. Here you can cancel the subscription by clicking on the  button.