


Creating a new ALB Team.

Determine your base school or recruiting plan in the [ALB Rule Book](#). It helps if you have a sponsoring Post, but you can play as an “Outside Sponsor” using the same recruiting plans as other ALB Teams. Contact the state chairman to confirm your recruiting plan.

On or before May 15th, you must register your team on the National Site. Visit baseball.legion.org to create an account and start a new team. Once you have the login information you’ll go through the steps of creating your team.


You will be asked to provide Your Team Information, Your Sponsor, Your Post or Outside Sponsor, Your Team Administrator (this can also be the team manager) & The Team Manager. Example Below:

Team Status: Team: Washington Post 218, Washington, MO



1. Use the navigation links to the left to complete all required forms.
2. As a form is completed, it will be checked (✓) off the list.
3. When everything is **GREEN** in your Team Status navigation menu - your team’s registration is complete. Your team is then an official American Legion Baseball team.

- ✓ [Team Info](#)
- ✓ [Sponsor](#)
- ✓ [Administrator](#)
- ✓ [Manager](#)
- ✓ [Coaches & Staff](#)
- ✓ [Review Application](#)
Deadline: 5/29/2024
Status: Waiting
Approval
- ✓ [Safe Sport](#)
Deadline: 5/29/2024
Status: Complete
- ✓ [Registration Fee](#)
Deadline: 5/29/2024
Status: Complete
- [Purchase Insurance](#)
Deadline: 5/29/2024
Status: Not Submitted

 You still need to complete the following forms to complete registration:
 [Enter Roster](#)

Your team information will always be available from the left navigation menu.

Coaches & Staff:

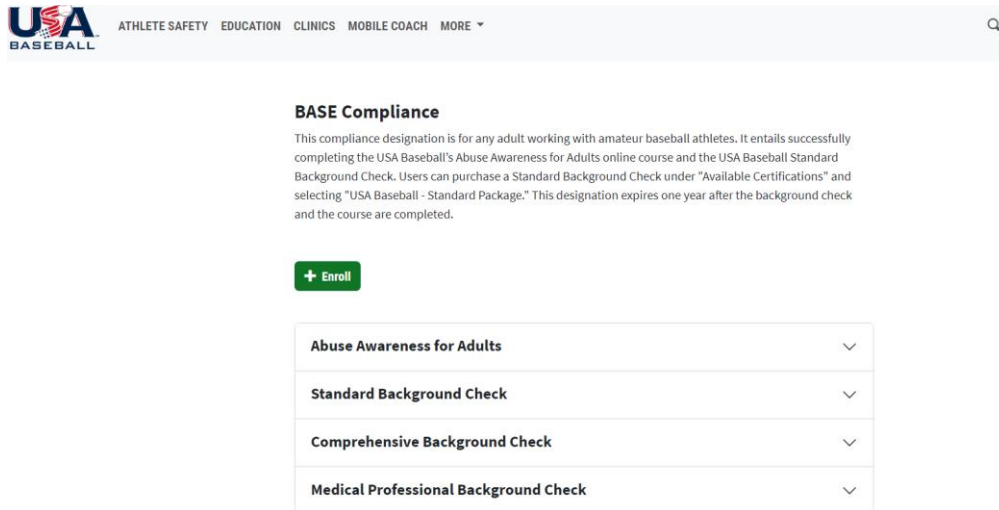
After you’ve finished the first four sections you’ll be asked to add coaches & staff. It is important to know that everyone associated with your team must provide a background check and pass the abuse awareness training. This includes the team administrator. After you’ve added any coaches or staff the only way to remove them is via direct contact with the state chairman.

As you add coaches and staff they will receive an automated email asking them to complete the background check. Upon passing that they “should” receive an email a few days later asking them to complete the abuse awareness training. This does not “always” happen. Here is the workaround for that situation.

This link will take you to the Background Check:

<https://opportunities.averity.com/opportunity/15001>

This link will take you to the [USA Baseball Site](#) where after you create an account and log in you can visit the “Education” section and complete the “Base Compliance” Abuse Awareness Training. Image Below:



Once you have completed these two things, it is important to capture images on your computer or phone to verify compliance with the Zone or State Chairman. Each person listed on your staff should & must do the same.

Registration & Fees:

You then can proceed to paying the state & national fees online.

Normally, sometime in the middle of February the portal to pay your insurance opens up. You must purchase your insurance from K&K, the company listed on the national site. This is a separate [website](#) and you’ll also create an account with them to use annually. You can have multiple teams under the same log in. To note, AAA Senior Teams cost more than AA & A Teams and you can choose the length of the policy depending on your tryouts & length of season.

Once you have a copy of your insurance and all of your staffs’ abuse training certificates you should email a copy of them to the state or zone chairman.

Rosters:

Finally, each player must fill out a Form 2. This is their agreement to play ALB and provides all necessary information needed. It DOES NOT need to be notarized.

Using the Form 2 information you’ll enter your roster of players. It is important to note that once you hit the “Submit” button the only way to make a change or addition is via direct contact with the state chairman. Note: These are not “officially” due until late May, so holding off is a good idea in case of injury or attrition with a player on your team.

Once you have completed all of these steps and submitted your team for review it is suggested you print a copy of your Form 1 (Roster), all of your player’s (Form 2) and any Form 6 (Dual Participation) forms for easy access.

At some point a state representative should check your paperwork. You should have a way to verify who your players are with either a raised seal birth certificate (not a photocopy) or RealID.

All forms you may need are at the bottom of your team registration page. Image below:

Print & Export:

- [Form-1 Roster](#)
- [Tournament Roster](#)
- [Download Excel Roster](#)
- [Form 2 - Player Agreement](#)
- [Form 6 - Dual Participation](#)
- [Form 10 - Team Photo](#)
(Word)
- [Form 18 - Certification of
Department Champion](#)
(Word)
- [Form 18 - Certification of
Additional Department
Team \(Word\)](#)
- [Form 25 - Team Housing](#)
(Word)
- [Form 76 - Player Transfer](#)
- [Form 77 - Team Decl](#)