

# PONY All Star Tournaments

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Organization Registration Process



# Tournament Team Affidavit Application

Complete the Tournament Team Affidavit Application. The form is emailed to each organization upon league registration.

1. Enter the # of Teams you will register in each division for National Play.
2. The Total Amount Due will be automatically calculated based on the # of teams registered.
3. Mail completed form and payment to the appropriate Division Director as indicated on the application.

**2023 PONY TOURNAMENT TEAM AFFIDAVIT APPLICATION**

LEAGUE NAME:		CITY:	
LEAGUE CONTACT:		PHONE:	
LEAGUE CONTACT EMAIL:			

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2"># Teams Baseball</th> </tr> <tr><td>0</td><td>FOAL 4</td></tr> <tr><td>0</td><td>SHETLAND 6u</td></tr> <tr><td>0</td><td>PINTO 7U</td></tr> <tr><td>0</td><td>PINTO 8u</td></tr> <tr><td>0</td><td>MUSTANG 9U</td></tr> <tr><td>0</td><td>MUSTANG 10u</td></tr> <tr><td>0</td><td>BRONCO 11U</td></tr> <tr><td>0</td><td>BRONCO 12u</td></tr> <tr><td>0</td><td>PONY 13U</td></tr> <tr><td>0</td><td>PONY 14u</td></tr> <tr><td>0</td><td>COLT 16u</td></tr> <tr><td>0</td><td>PALOMINO 18u</td></tr> <tr> <td colspan="2">0 Total baseball teams</td> </tr> </table>	# Teams Baseball		0	FOAL 4	0	SHETLAND 6u	0	PINTO 7U	0	PINTO 8u	0	MUSTANG 9U	0	MUSTANG 10u	0	BRONCO 11U	0	BRONCO 12u	0	PONY 13U	0	PONY 14u	0	COLT 16u	0	PALOMINO 18u	0 Total baseball teams		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2"># Teams Softball</th> </tr> <tr><td>0</td><td>SHETLAND 6u</td></tr> <tr><td>0</td><td>PINTO 8u</td></tr> <tr><td>0</td><td>MUSTANG 10u</td></tr> <tr><td>0</td><td>BRONCO 12u</td></tr> <tr><td>0</td><td>PONY 14u</td></tr> <tr><td>0</td><td>COLT 16u</td></tr> <tr><td>0</td><td>PALOMINO 18u</td></tr> <tr> <td colspan="2">0 Total softball teams</td> </tr> </table>	# Teams Softball		0	SHETLAND 6u	0	PINTO 8u	0	MUSTANG 10u	0	BRONCO 12u	0	PONY 14u	0	COLT 16u	0	PALOMINO 18u	0 Total softball teams	
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0 # BASEBALL/SOFTBALL TOURNAMENT TEAMS	TOTAL AMT. DUE (\$25.00)	\$ -
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**Mail this form and check to the appropriate Division Director (Leaders below)**

REGIONS-Baseball/Softball	REGIONS-Baseball/Softball	REGIONS-Baseball/Softball	REGIONS-Baseball/Softball
Teams from: Ft. Worth area and Austin area will mail invoice and check to Division Director listed below.	Teams from: Houston area and Florida will mail invoice and check to Division Director listed below.	Teams from: Louisiana, Golden Triangle will mail invoice and check to Division Director listed below.	Teams from: San Antonio, Corpus, Laredo, Eagle Pass will mail invoice and check to Division Director listed below.
Make check payable to: <b>George Patterson</b> P.O. Box 8616 Ft. Worth TX 76124 <a href="mailto:g.patterson@pony.org">g.patterson@pony.org</a> 817-366-1404	Make check payable to: <b>Billy Brooks</b> 4911 Sycamore Ave Pasadena TX 77503 <a href="mailto:b.brooks@pony.org">b.brooks@pony.org</a> 832-454-8717	Make check payable to: <b>Debbie Falcon</b> 2120 Everglade Road Merze LA 70559 <a href="mailto:d.falcon@pony.org">d.falcon@pony.org</a> 337-298-1776	Make check payable to: <b>Joshua Rendon</b> 13445 Wheeler Rd. Atascosa, TX 78002 <a href="mailto:j.rendon@pony.org">j.rendon@pony.org</a> 210-413-9210

REGIONS-Baseball/Softball
Teams from: Valley will mail invoice and check to Division Director listed below.
Make check payable to: <b>Abel Gorena Jr.</b> 422 S. Estrelita Harlingen TX 78552 <a href="mailto:a.gorena@pony.org">a.gorena@pony.org</a> 512-630-6993

# Tournament Team Affidavit System

- This is an ONLINE system (<https://pony-affidavit.org>) that will require the following information
  - League and League Contact Information
  - Affinity Membership ID (This is your league ID sent to you when you registered)
  - Manager/Coach Information
  - Player Information
  - Parent Information
- League registration into the system is required
- President or representative will create team shells (blank affidavits) for All Star Tournament Teams
- Manager will build their team Affidavit
  - Manager/coach/player/parent information
- Process is outlined in the following slides

## PONY Tournament Team Affidavit System

### [Organization Login/Register](#)

Click here to Login or Register an Organization. This step is required to create/issue team affidavits.

### [Affidavit Login](#)

Click here to login as a team and complete the affidavit. Please contact your league official if you have not received your login information.

[PONY](#)

*\*\* If your league has previously created a login for the Affidavit System you will not need to create a new login. Please obtain the login information from the previous League Rep who registered your Tournament Teams for the previous season and SKIP TO SLIDE 11. \*\**

# Tournament Team Affidavit System

- Step 1
  - League president REGISTERS his/her league in the Affidavit system (if not done previously)
- Step 2
  - League president CREATES a shell (blank affidavit) for each All Star Tournament Team
- Step 3
  - Manager acknowledges administrative requirements
  - Manager builds the affidavit
    - Manager, Coach, Business Manager, Player and Parent information

Printing of the affidavit and obtaining signatures remains as in the past with the addition of parent/guardian is now required to sign the affidavit acknowledging the medical release statement on the affidavit

# Tournament Team Affidavit System

## PONY Tournament Team Affidavit System

[Organization Login/Register](#)

Click on Organization Login/Register

Click here to Login or Register an Organization. This step is required to create/issue team affidavits.

[Affidavit Login](#)

Click here to login as a team and complete the affidavit. Please contact your league official if you have not received your login information.

# Tournament Team Affidavit System

Part 1



Part 2



Part 3



### Registration

#### Organization Registration

**Zone**  
-Select a Zone-

**Baseball Region**  
-Select a Zone-

**Softball Region**  
-Select a Zone-

**Organization Name**  
Enter Organization Name

**PONY Organization Id**  
Enter Organization Id

**Address**  
Enter Street

**City**  
Enter City

**State**  
-Select a State-

**Zip Code**  
Enter Zip Code

#### Contact Information

**First Name**  
Enter First Name

**Last Name**  
Enter Last Name

**Address**  
Enter Street

**City**  
Enter City

**State**  
-Select a State-

**Zip Code**  
Enter Zip Code

**Email**  
Enter Email Address

**Phone (Ex: 555-555-5555)**  
Enter Phone Number ###-###-####

**Cell Phone (Ex: 555-555-5555)**  
Enter Phone Number ###-###-####

#### Login

**Login**  
Enter a login

**Register**

# Tournament Team Affidavit System

1. Select the Zone your league plays in
  2. Select the Region for Baseball (If applicable)
  3. If League is entering Softball select Softball or select Not Applicable
- \* May be Baseball, Softball or Both if league has All Star Teams for both

**Registration**

**Organization Registration**

**Zone**  
West Zone 1.

**Baseball Region**  
✓ -Select a Region-  
Not applicable  
Arizona State  
Hawaii State  
Northwest  
Utah/Colorado  
No. Cal - Central  
No. Cal - Coast  
No. Cal - Northeast  
So. Cal - Central  
So. Cal - Southwest  
So. Cal - East  
So. Cal - West  
So. Cal - North  
So. Cal - Southeast 2.

**Softball Region**  
✓ -Select a Region-  
Not applicable  
Softball 3.

**PONY Organization Id**  
Enter Organization Id

**City**  
Enter City

**Zip Code**  
Enter Zip Code

Affinity/PONY Organization Id  
is league Membership Id  
when you registered  
with PONY.  
**MANDATORY TO HAVE THIS**

# Tournament Team Affidavit System

Enter League  
Contact Information

Contact Information	
<b>First Name</b>	<b>Last Name</b>
<input type="text" value="Keith"/>	<input type="text" value="Spencer"/>
<b>Address</b>	<b>City</b>
<input type="text" value="111 Grouse Street"/>	<input type="text" value="El Cajon"/>
<b>State</b>	<b>Zip Code</b>
<input type="text" value="CA - California"/>	<input type="text" value="92020"/>
<b>Email</b>	
<input type="text" value="k.spencer@pony.org"/>	
<b>Phone (Ex: 555-555-5555)</b>	<b>Cell Phone (Ex: 555-555-5555)</b>
<input type="text" value="619-905-8425"/>	<input type="text" value="Enter Phone Number ###-###-####"/>



# Tournament Team Affidavit System

**Login**

Username is currently in use, please select a differnt username.

**Login**

TestLeague

**Register**

Create a User Name under Login. Click on Register.  
User Name must be unique.  
This will be the User Name for your League Account.

# Tournament Team Affidavit System

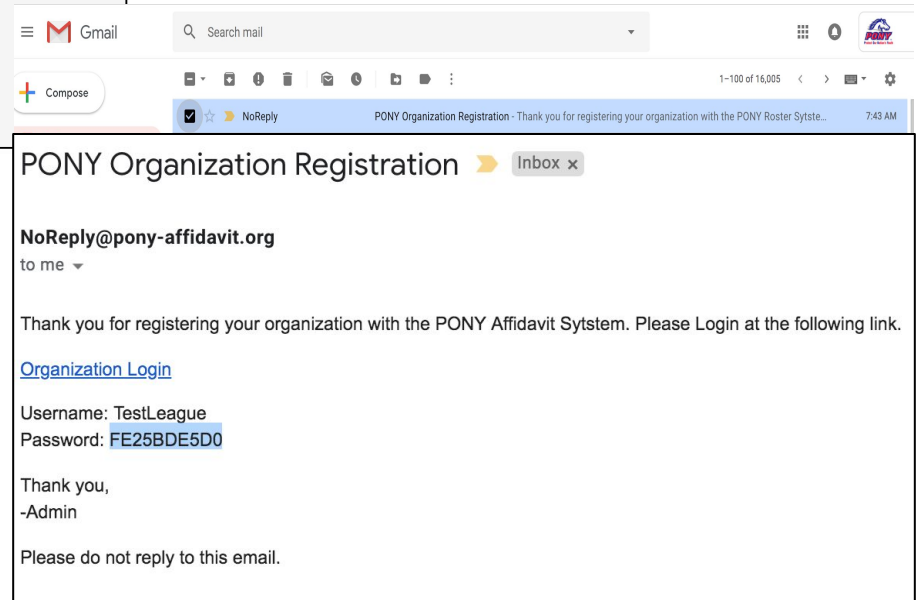
## Registration Confirmation

Congratulations, You have Successfully Registered.

You will receive an email confirmation email shortly.

[Click here to return to login](#)

CHECK YOUR EMAIL!



# Tournament Team Affidavit System

Login with your credentials at

<https://pony-affidavit.org>

**PONY Tournament Team Affidavit System**

[Organization Login/Register](#)

Click here to Login or Register an Organization. This step is required to create/issue team affidavits.

[Affidavit Login](#)

Click here to login as a team and complete the affidavit. If you are not an official if you have not received your login information.

**Tournament Organization Registration Login**

**Login**

TestLeague

**Password**

.....|

Login Register

[Forgot Login / Password?](#)

# Tournament Team Affidavit System

Tournament Registration			[ <a href="#">Change Password</a>   <a href="#">Log Off</a> ]
<b>Organization</b>			<a href="#">Update Organization</a>
Manage Requests/Teams is unavailable until the following item(s) are addressed. * Please enter insurance information (below). * Please enter league representative information (below).			
<b>Zone:</b> West Zone	<b>Baseball Region</b> So. Cal - Southwest	<b>Softball Region</b> So. Cal - Southwest	
<b>Organization Name</b> KEITH SPENCER PONY BASEBALL	<b>Organization Id</b>	<b>Address</b> 127 PINE STREET EL CAJON, CA 92020	
<b>Contact Information</b>			<a href="#">Update Contact</a>
<b>Name</b> Spencer, Keith	<b>Email</b> k.spencer@pony.org		
<b>Address</b> 949 GROUSE STREET EL CAJON, CA 92020			
<b>Phone</b> 619-905-8425	<b>Cell Phone</b> 619-905-8425		
<b>Insurance Information</b>			<a href="#">Update Insurance</a>
<b>League Officer</b>			<a href="#">Update Representative</a>

League Insurance and League Officer Information is required to proceed.



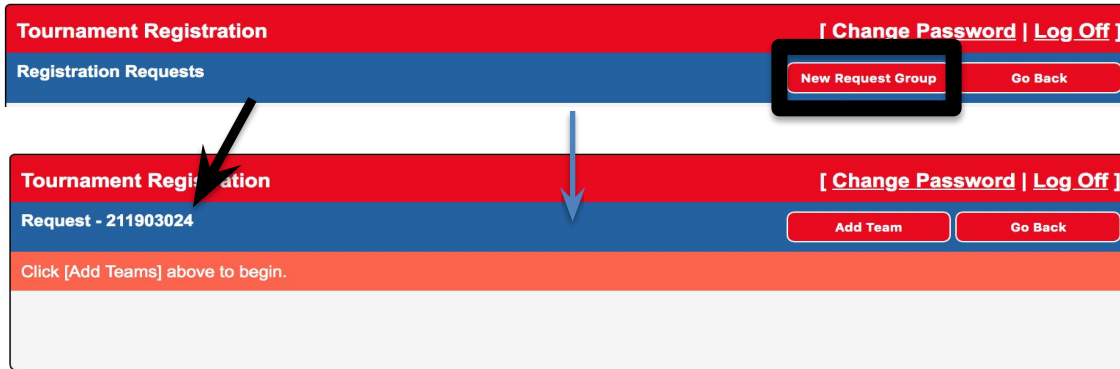
# Tournament Team Affidavit System

To ADD Tournament Teams - CLICK “Manage Teams”

Tournament Registration			[ <a href="#">Change Password</a>   <a href="#">Log Off</a> ]	
Organization			<a href="#">Manage Teams</a>	<a href="#">Update Organization</a>
<b>Zone:</b> West Zone	<b>Baseball Region</b> So. Cal - Southwest	<b>Softball Region</b> So. Cal - Southwest		
<b>Organization Name</b> KEITH SPENCER PONY BASEBALL	<b>Organization Id</b>	<b>Address</b> 127 PINE STREET EL CAJON, CA 92020		

# Tournament Team Affidavit System

CLICK “New Request Group” - This will create a new Affidavit ID number (League Specific)



CLICK “Add Team”



# Tournament Team Affidavit System

Add Teams Individually

Select/Enter Information In  
Each Field

**Tournament Registration** [ [Change Password](#) | [Log Off](#) ]

**Team** Go Back

**League Type**  
✓ Baseball  
Softball

**Division**  
Shetland 4U

**Team Name**  
Enter Team name

**Team Type**  
Recreational

**Affidavit Manager** Use League Contact

**First Name**  
Enter First Name

**Last Name**  
Enter Last Name

**Address**  
Enter Address

**City**  
Enter City

**State**  
-Select a State-

**Zip Code**  
Enter Zip Code

**Email**  
Enter Email Address

**Phone (Ex: 555-555-5555)**  
Enter Phone Number ###-###-####

**Cell Phone (Ex: 555-555-5555)**  
Enter Phone Number ###-###-####

Save

# Tournament Team Affidavit System

Add Additional Teams by clicking on the “Add Team” button

**Tournament Registration** [ [Change Password](#) | [Log Off](#) ]

Request - 211903023

**Add Team** **Print** **Go Back**

League	Division	Team Name	Team Contact	Login Id	Password	Status	
Baseball	Shetland 6U	Test Shetland 6U	Spencer, Keith	190030033	C5B3FB2F8E	Issued	<b>Edit</b> <b>Remove</b>

Login Id and Password Created for each team



# Tournament Team Affidavit System

Retain Logins and Passwords for each team and log out after all teams have been added.

The next step will be for Team Manager/rep to enter team details:

- Manager and Coach information
- Enter Player information
- Enter Parent information

Once all team details have been accurately entered, CLICK “Submit Affidavit”.

Manager should Print / Email Affidavit and have it signed by President/League Rep.



# Tournament Team Binder Requirements

- Team Photo, including coaches
- League Medical Insurance
- Tournament Team Affidavit
- Medical Release
- Pitching Record (Kid Pitch Divisions)
- Proof of Identification for each player (Birth Certificate, Passport, ID)
- Individual Photo of each player

Please refer to the “Tournament Team Binder Help Guide” found online at <https://south.pony.org/Default.aspx?tabid=1084759> for assistance.



Submit all questions to your local PONY Director.