

2019 ROSTER INSTRUCTIONS FOR TURN IN TO CBC

ENVELOPES INSTRUCTIONS

SPECIAL INSTRUCTIONS

For League Commissioners		
1 Per Team	1 Envelope For Each Team Containing the Following: 1 Copy of respective 'Official Team Roster' placed inside of envelope 1 Copy of CBC Registration for each player on that respective team 1 Copy of Birth Certificate for each player that is needed for that team 1 Copy of Waiver for each player that is needed for that team	1 Copy of respective 'Official Team Roster' <u>taped</u> to outside of envelope
Total =	1 Envelope*Total Number of Teams	T-Ball thru Pony

For CBC President		
1 Per Association	1 List of <u>all coaches</u> by team with background check numbers, expiration dates, and email addresses 1 List of all head coaches by team including phone number(s) and e-mail address(es) 1 List of all National teams within the association including the total number of players on the team and the total number of travel ball players on that respective team	Write President's name on the outside of the envelope Coach names should be listed as they appear on the background check card
Total =	1 Envelope	T-Ball thru Pony

For CBC Baseball Commissioner		
1 Per Association	1 Copy of respective 'Official Team Roster' placed inside of envelope 1 Copy of Waiver for each player that is needed attached to the respective roster 1 List of <u>all coaches</u> by team with background check numbers, expiration dates, and email addresses	Write Commissioner's name on the outside of the envelope
Total =	1 Envelope	

For CBC Secretary		
1 Per Team	Electronic copy of completed roster workbooks	E-mail completed electronic roster to secretary@cbcbaseball.org
Total =	1 Electronic Roster*Total Number of Teams	