



Highland Park Baseball Association

Topeka, Kansas ○ established 1941

www.topekabaseball.com

MANAGER CHECKLIST * ALL* AGE DIVISIONS

Team Name: _____ Coach Name: _____ Division: _____

Player Packet

- Registration Form (verify there are three signatures)
- Birth Certificate (mark "F" if already on file)
- Release and Waiver (signed by parent/guardian)
- Fundraiser (candy) participant?

Completed by Team Manager							HPBA Use Only	
	Player Name	Reg. Form <small>(3 sigs)</small>	Birth Cert. <small>(verify date)</small>	Release & Waiver <small>(signed)</small>	Candy?	Amt. Paid	HPBA Complete?	Board of Director Initials
1					Y N			
2					Y N			
3					Y N			
4					Y N			
5					Y N			
6					Y N			
7					Y N			
8					Y N			
9					Y N			
10					Y N			
11					Y N			
12					Y N			
13					Y N			
14					Y N			



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Team Name: _____

Coach Name: _____

Division: _____

Volunteer Packet:

- Volunteer Application & Registration (a league official will perform the sex offender search)
- Pledge of Good Sportsmanship (signed)

Completed by Team Manager				HPBA Use Only		
	Volunteer Name	Appl. Reg.	Sports-manship Pledge	Sex Offender	HPBA Approved?	Board of Director Initials
1				Y N	Y N	
2				Y N	Y N	
3				Y N	Y N	
4				Y N	Y N	
5				Y N	Y N	
6				Y N	Y N	
7				Y N	Y N	
8				Y N	Y N	
9				Y N	Y N	
10				Y N	Y N	

Team Rosters:

- NBC (two copies) must be typed ** Note: NBC Rosters are not required for Rookie Teams **
- AABC (three copies) must be typed.

IMPORTANT NOTE: Blank team rosters can be downloaded and keyed from the HPBA website using Microsoft Word. If a manager chooses to he/she can then email those rosters to HPBA hpba@sbcglobal.net instead of printing copies. These rosters are required for league insurance. If rosters are not turned in timely, then insurance coverage could be cancelled and claims could be denied.