



Arizona District 5 Little League

Player Agent Training

January 9th 2019



Little League Article II

- *The objective of the local league shall be to implant firmly in the children of the community the ideals of good sportsmanship, honesty, loyalty, courage and respect for authority, so that they may be well adjusted, stronger and happier children and grow to be good, decent, healthy and trustworthy citizens*



Agenda

- Player Agent
 - Role of the Player Agent
 - Setup of Player Agent
 - Responsibilities of Player Agent
 - Forms
 - Other
- Questions



The Player Agent



The Player Agent

- Conducts Annual Tryouts
- In charge of player selection
- Assists the president in checking birth records and eligibility of players
- Generally Supervises and coordinates the transfer of players to or from the Minor Leagues according to precisions of the Little League Baseball and Softball
- The player agent must not manage, coach or umpire in the division over which he/she has authority, unless the local league has received written permission.
- Separate player agents may also be selected to oversee individual divisions within the league



Player Agent Organization Chart





League Constitution

Section 6

- The play Agent Shall:
 - Record all player transactions and maintain an accurate and up-to-date record
 - Receive and review application for player candidates and assist the President in **verifying residence and age eligibility**
 - Conduct the tryouts, the player draft, and all other player transactions or selection meetings
 - Prepare the Player Agents list
 - Prepare for the President's signature and submission to Little League Headquarters, team rosters, including players' claimed, and the tournament team eligibility affidavit
 - Notify Little League Headquarters of any subsequent player replacements or trades or new sign ups



How to Get Started

- You need the following Materials:
 - Little League Rule Book Baseball & Softball
 - All Current year (2019)
 - Suggested Reading:
 - Operation Manual player agent section (found in the 2019 Rule Book)
 - Rule Book Regulation Section
 - A Year in the Life of Hometown Little League



Registrations

- Schedule Multiple Dates and Times
 - All Leagues doing great at this!
 - Using Blue Sombrero allows electronic registrations, most member leagues are using this free website.
 - Even if you are using on line registrations, you still need to have in person dates for paper work turn in, volunteer sign ups, back ground checks, etc.
- Get the word out, Advertise!
 - Use District Facebook and Website to help
 - Use local league social media sites



Registration Cont'd

- Things to have a copy of at Registration:
 - League Boundary Map
 - Tryout Schedule
 - Major Selection Criteria
 - All Star Selection Criteria
 - February Deadline (Feb 1st 2018 – Feb 1st 2019)
 - October 1st 2018 Deadline for school enrollment



Registration Cont'd

- Keep in Mind the Following:
 - Player Pool Sign-ups
 - Membership Sign-ups
 - Depending on local constitution
 - Sponsor Solicitations / Donations
 - Managers / Coaches / Umpire Sign-ups
 - Remember the 2019 Volunteer Application for all new Members and returning Volunteers.



Before/After Registration

- Waivers Forms:
 - Regulation II(d) - good only if no break in play
 - Regulation IV(h)
 - Special Waivers - only good for one year
 - School Enrollment Forms
 - Residency Forms * (submitted/checked at registration)
 - 12 yr old waivers (due before the draft)
 - All are due to DA (Carl Thompson) before the first player evaluation
 - Waivers **MUST** be approved before the player may participate/be placed on a team



Before/After Registration Cont'd

- Combined play – forms submitted electronically. These must be submitted before the first games played.
- Players must sign up with their local league and said local league must charter a team/s with in the division the player/s are placed.
- If no combined play form has been submitted and the above has not taken place, the player/s will not be tournament eligible.



Volunteer Application/ Background Check

- All Volunteers, returning and new, must complete and pass a background check. It is easier than ever with the new system started in 2018 using JDP. No more forms needed, unless the person does not have an email address.



LITTLE LEAGUE® BASEBALL AND SOFTBALL

Report of Players Claimed under
Regulation II(d) or II(a)

Date: _____
League Name: _____ League ID#: _____
League President: _____
(Please Print)

Division (Check One)	<input type="checkbox"/> Baseball <input type="checkbox"/> Softball	Level (Check One)	<input type="checkbox"/> Tee Ball <input type="checkbox"/> Minor League	<input type="checkbox"/> Major League <input type="checkbox"/> Intermediate (50/70)	<input type="checkbox"/> Junior League <input type="checkbox"/> Senior League <input type="checkbox"/> Big League
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Player's Name: _____
(Please Print)

1. Former Address Within Boundaries: _____
Street City State Zip

2. School Location Within Boundary: _____
Street City State Zip

- This claim under II(d) is being filed because
- The player's address or school location changed
 - The league's boundaries have changed
 - The player is a sibling of a player who previously qualified for II(d) or II(a)

Please indicate name of sibling that qualifies this player under Regulation II(d) or II(a) _____
(Please Print)

Verification: League President: _____
Signature Name

District Administrator: _____
Signature Name

If the Charter/Tournament Committee subsequently finds that the information submitted as acceptable documentation regarding Regulation II(d) or II(a) now shows that the previously submitted information/documentation was falsified, misrepresented or insufficient then Little League Baseball, Incorporated reserves the right to impose sanctions and/or penalties on all appropriate parties, including but not limited to players, coaches, league officials and/or the league which could result in suspension and/or terminations with Little League Baseball, Incorporated.

The District and the Local League will maintain this form and supporting documentation in their files. Completion of this form is only required ONCE during a participant's career.



LITTLE LEAGUE® BASEBALL and SOFTBALL

Regulation IV(h) Waiver Claim Form

Date _____

League Name _____ League ID # _____

League President _____

League Address _____
Street City, State Zip

Division <small>(Check one)</small>	<input type="checkbox"/> Baseball	Level <small>(Check One)</small>	<input type="checkbox"/> Tee Ball	<input type="checkbox"/> Major League	<input type="checkbox"/> Senior League
	<input type="checkbox"/> Softball		<input type="checkbox"/> Minor League	<input type="checkbox"/> Intermediate (50/70)	<input type="checkbox"/> Junior League
					<input type="checkbox"/> Big League

Regulation IV (h)

If a person had previously resided within the league boundaries for two years while serving that league as a dedicated manager, coach or member of the Local League Board of Directors for two years, his or her sons and/or daughters are eligible to try out and be selected by teams in that league (1) provided such service to the league from which the person has moved has continued, (2) subject to written agreement from the league within whose boundaries they currently reside and (3) supported by a recommendation of the District Administrator, to Regional Director to the Charter Committee.

Player's Name: _____

The parent(s) of _____ previously lived within the league boundaries of the league for two or more years and has/have served during those two years and every year since then as a dedicated volunteer manager, coach or board member.

1. Former address within boundaries: _____
Street Address City, State Zip

2. Current address outside boundaries: _____
Street Address City, State Zip

List years of service: _____
(Must fill in two spaces)

2. The parent(s) of _____ have moved outside the league boundaries and will continue to serve as a manager, coach, or board member in the league while their son/daughter participates.

List years of service: _____
(Years of service must be continuous)

3. The league in which the family now lives hereby waives all claim to player during the time period this waiver is valid.

League Name League Number President's Signature

Verification: League President _____
Signature

District Administrator _____
Signature



Little League® Residency waiver Request Form

For regional use only

1 Player's Name: _____ League Age: _____

residence - street address of parent(s) or legal guardian (not a P.O. box), city, state (or province) and ZIP or postal code.

2 Certification by Local Little League Requesting Waiver

I am the president of _____ Little League (League No. _____). The parent(s) or legal guardian of the player named in box No. 1 above do not reside within our league's boundaries. Because of the reasons outlined on the attached letter from me, the player named in Box No. 1 above wishes to participate in our league. On behalf of the board of directors of our my league, I am requesting that this player be permitted to participate in our league for the current Regular Season only. I understand that if this waiver is granted by the Charter Committee, the player named in box No. 1 above will not be eligible for selection to a Tournament (All Star) Team for such current season.

(Signature and date) _____

3 Certification by Local Little League in Which Parent(s) or Legal Guardian Reside

I am the president of _____ Little League (League No. _____) in whose boundaries the parent(s) or legal guardian of the player names in Box No. 1 above reside. On behalf of the board of directors of my league, I do _____ do not _____ agree to release any claim to the player named in Box No. 1 above for the current season. I understand that if this waiver is granted by the Charter Committee, the player named in Box No. 1 above will not be eligible for selection to a Tournament (All Star) Team for such current season. (Note 1: If the president does not agree to release any claim on the player, a separate sheet explaining the reasons therefore should be attached. Note 2: If the parent(s) or league guardian do not reside in the boundaries of any local Little League, this section does not need to be completed.)

(Signature and date) _____

4 Notarized Statement by Parent(s) or Guardian of Player Named in Box No. 1 Above

I/We the parent(s) or guardian(s) of the child named in Box No. 1 above are requesting that such child be permitted to participate for the current season in the local Little League named in box No. 2 above. I/We understand and agree that this waiver, if approved by the Charter Committee, is for REGULAR SEASON PLAY ONLY, and that the child named in Box No. 1 above IS NOT ELIGIBLE for selection to any Tournament (All Star) team in the Little League program.

Signature of parent(s) or guardian(s) of the child named above

Date

Signature of parent(s) or guardian(s) of the child named above

Date

Notary Public Signature

Date

My commission expires on: _____

Important Notice - A statement from the District Administrator must accompany this request. This waiver does not take effect until this form (completed, notarized, received and filed at the Regional Headquarters, along with the DA's statement) is approved in writing.



Little League® Baseball and Softball School Enrollment Form



To Be Filled Out By Parent/Legal Guardian

Date Requested: _____

League Name: _____

League ID# _____

Player/Student Name: _____

Date of Birth: _____

Division: Baseball Softball Tee Ball LL (Majors) Junior
(Check One) Minors Intermediate Senior Big

Parent/Guardian Address: _____
(Street) (City/State) (Zip)

(Name (Printed) of Parent/Legal Guardian) (Signature of Parent/Legal Guardian) (Date)

To be filled out by School Administrator, Principal or Vice Principal

I, _____ of _____ School, located at
(Print Name) (Print School Name)

_____. Hereby verify that _____
(Physical Address) (Student Name Printed)

has enrolled and is attending above named school location for the _____ academic year prior to
(Year)

October 1st, of the current year.

This student has been enrolled as of _____
(Date)

(Signature) (Date) Title (School Administrator, Principal or Vice Principal)

If the Charter/Tournament Committee subsequently finds that the information submitted as acceptable documentation regarding school enrollment/attendance now shows that the previously submitted information/documentation was falsified, misrepresented or insufficient then Little League Baseball, Incorporated reserves the right to impose sanctions and/or penalties on all appropriate parties, including but not limited to players, coaches, league officials and/or the league which could result in suspension and/or terminations with Little League Baseball, Incorporated.

The District and the Local League will maintain this form and supporting documentation in their files. Completion of this form is only required ONCE during a participant's career, unless the school enrollment changes. A II(d) would then be required.



Little League® Regulation V (a) Waiver Request Form for 12-Year-Old Participation in Minor Division

The selection of players for the various teams within a league shall be in compliance with the Little League Draft Selection System as detailed in the Operating Manual. NOTE: All candidates who are league age twelve (12) must be drafted to a Little League Major Division team, or to a Junior League team. Exceptions can only be made with written approval from the District Administrator, and only if approved at the local league level by the Board of Directors and the parent of the candidate. (See Regulation V [a].)

Local League Name: _____ Season (year): _____

Candidate's Name: _____

Parent(s) or Legal Guardian's Agreement/Signature

I/we, the parent(s) of the league age 12-year-old candidate named above request that he/she be placed onto a Minor League Division team for the current regular season in the local Little League named above.

I/we understand and agree that the local league Board of Directors for the league named above may or may not approve this request.

I/we understand and agree that the District Administrator is the final authority in determining whether or not the candidate named above will be approved for this waiver.

I/we understand and agree that if the District Administrator does not approve this request, it cannot be appealed except to the District Administrator.

I/we understand and agree that if this request is approved, the candidate named above will:

- NOT be eligible for play in the Little League International Tournament ("All-Stars");
- NOT be eligible to be promoted to a Major Division or Junior Division team for the balance of the current season;
- NOT be eligible to play the position of pitcher for the balance of the current season.

Signature(s) of parent(s) or legal guardian (as appointed by a court of jurisdiction):

_____ Date: _____

Local League President's Certification/Signature

As the President of the local Little League named above, I certify that a majority of the Board of Directors of this league, who were present at a duly constituted meeting, has voted to:
Approve Disapprove of this request.

_____ Date: _____

District Administrator Action Approve Disapprove

_____ Date: _____

(District Administrator: Retain a copy, and return a completed copy to the local league for its files.)



Residency Requirements

Group I

1. Driver's License (photo ID of parent(s) or guardian(s) with qualifying residence address)
2. School records (home address of player's parents or guardians)
3. Vehicle records (i.e., registration, lease, etc.)
4. Employment records
5. Insurance documents (with residence address)



Residency Cont'd

Group II

1. Welfare/child care records
2. Federal records (i.e., Federal Tax, Social Security, etc.)
3. State records
4. Local (municipal) records
5. Support payment records
6. Homeowner or tenant records (HOA, lease agreement)
7. Military records



Residency Cont'd

Group III

1. Voter's Registration
2. Utility bills (i.e., - gas, electric, water/sewer, phone, mobile phone, heating, waste disposal)
3. Financial records (loan, credit, investments, etc.)
4. Medical records
5. Internet, cable, or satellite television records



Residency Cont'd

NOTE: Example – Three documents from the same Group (utility bill, cable bill, and bank statement) constitute only ONE document. Be aware that players who established “residence” or “school attendance” for regular season and/or tournament eligibility prior to the 2016-2017 season by using the [Tournament Player Verification form](#), and who can produce the form with proper proofs and signatures from the first year that the Tournament Player Verification form was used for that player, will be grandfathered and will NOT need to complete a new Tournament Player Verification Form.

In preparation for the 2019 Little League International Tournament, local leagues are to be aware that tournament Eligibility Affidavit will this year require all tournament teams to complete and carry a [Tournament Player Verification form](#) for every rostered player.



Tournament Player Verification

LITTLE LEAGUE® BASEBALL AND SOFTBALL TOURNAMENT PLAYER VERIFICATION

Date Requested _____ (check one) BASEBALL SOFTBALL
League Name _____ League ID# _____

PLAYER INFORMATION AND DOCUMENTATION

Player Name _____ Date of Birth _____
(must be name as shown on the birth documentation)

TYPE OF AGE PROOF: (CHOOSE ONE)
 Board of Health/Registrar of Vital Statistics Federal/Military In-Lieu Statement (necessary document from all four groups)

RESIDENCY PROOF: (CHOOSE ONE OR MORE DOCUMENTS FROM EACH OF THE THREE GROUPS)

ADDRESS OF PARENT OR LEGAL GUARDIAN

Street Address _____ City _____ State _____ Zip _____

GROUP ONE <input type="checkbox"/> Driver's License <input type="checkbox"/> School Records <input type="checkbox"/> Vehicle Records (i.e., registration, lease, etc.) <input type="checkbox"/> Employment Records <input type="checkbox"/> Insurance Documents	GROUP TWO <input type="checkbox"/> Welfare/Child Care Records <input type="checkbox"/> Federal Records (i.e., Federal tax, Social Security, etc.) <input type="checkbox"/> State Records <input type="checkbox"/> Local (Municipal) Records <input type="checkbox"/> Support Payment Records <input type="checkbox"/> Homeowner/Tenant Records <input type="checkbox"/> Military Records	GROUP THREE <input type="checkbox"/> Voter's Registration <input type="checkbox"/> Utility Bills (i.e., gas, electric, water/sewer, phone, mobile phone, heating, waste disposal) <input type="checkbox"/> Financial Records (i.e., loan, credit, statements, etc.) <input type="checkbox"/> Medical Records <input type="checkbox"/> Internet, Cable, or Satellite Records
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-OR-

SCHOOL ENROLLMENT PROOF: (CHOOSE ONE)
 Official/Certified school enrollment record dated prior to October 1 of current academic year
 A Little League issued school attendance form completed by the school administrator, principal, or vice principal

SCHOOL ADDRESS
Street Address _____ City _____ State _____ Zip _____

Existing Waiver (if applicable): (U) Waiver (V) Waiver Charter Committee Waiver
All residency documentation must be attached to this form

VERIFICATION

Parent or Legal Guardian Agreement: By my signature below, I certify that all information provided on this Tournament Player Verification form is true and correct and provide the necessary documentation requested by Little League to verify league/tournament age and residence/school attendance eligibility. If the Charter/Tournament Committee subsequently finds that the information submitted as acceptable documentation regarding league/tournament age and residence eligibility now shows that the previously submitted information/documentation was falsified, misrepresented or insufficient then Little League Baseball®, Incorporated reserves the right to impose sanctions and/or penalties on all appropriate parties, including but not limited to players, coaches, tournament teams, league officials and/or the league which could result in suspensions and/or terminations with Little League Baseball®, Incorporated.

Name (Printed) of Parent/Legal Guardian _____ Signature of Parent/Legal Guardian _____ Date _____

League President's Verification: I have reviewed and verified that the information presented here is true and correct and provide the necessary documentation required by Little League to verify league/tournament age and residence/school attendance eligibility. If the Charter/Tournament Committee subsequently finds that the information submitted as acceptable documentation regarding league/tournament age and residence eligibility now shows that the previously submitted information/documentation was falsified, misrepresented or insufficient then Little League Baseball®, Incorporated reserves the right to impose sanctions and/or penalties on all appropriate parties, including but not limited to players, coaches, tournament teams, league officials and/or the league which could result in suspensions and/or terminations with Little League Baseball®, Incorporated.

Name (Printed) of League President _____ Signature of League President _____ Date _____

District Administrator's Review: I have reviewed the residency documentation and player's original birth certificate, and the information presented here, to the best of my knowledge, appears to be acceptable under Little League standards and guidelines.

Name (Print) of District Administrator _____ Signature of District Administrator _____ Date _____

NOTE: This form and attached original documentation must be submitted by the player's parent or legal guardian as well as a copy returned by the local league. It is recommended that the District Administrator also maintain a copy.
Last Updated: 10/2016



Board of Directors

- BOD decides on how to handle Late Sign-ups (After Draft / Waiting List)
- President Appoints Managers and the BOD Approves the Managers
 - If there are not sufficient Managers the BOD member may attend the Tryouts and may Draft the Team. The Team will be given to the appointed manager



League Breakdown

- Breakdown the list of registered players into separate lists for Baseball and Softball
- Breakdown the player by League Age
- Identify the “Titled players” for each Major League Team/ returning majors (Do Not Need to tryout)
- Released Players: players may only be released with Board Approval (Normally Player / Parent requested)
- Identify any Major league players that were Released and need notification to tryouts



Team Numbers / Players

- BOD with Data from PA determines the Number of Teams in each Division
- Majors/50-70 Intermediate/Juniors/ Seniors
 - No less than 12 players are to be drafted to a team
 - No more than 15 players are to be drafted to a team
 - All teams must be equal in number
 - A waiver must be submitted for unequal teams in the event it occurs
- Minors and Below:
 - There are no minimums or maximums for Minors and Tee Ball



Tryouts

- The PA generates the player list and rating system / sheets
 - rating system should be full numbers only (1-5)
- Provide a copy to each manager
 - completed sheets turned into PA at end of day and remain with the PA until end of year
- The PA coordinates / conducts the tryouts
- Tryouts should test all 5 Skill Areas
 - (Bat/bunt, fielding fly balls, ground balls, Throw and Run)
- To be eligible for the Draft the player must attend 50% of the Tryout Sessions



Player Drafts

- The PA conducts the draft
 - The PA determines who will attend the draft – not the BOD
 - It is recommended the Secretary attend the draft to assist recording the transactions
 - Managers only attend the draft
 - Secrecy – players shall never be told the position in which they were drafted
 - No cell phones



Drafts Cont'd

- Documents and approved player trades – and submit for BOD approval
 - Managers may trade player up to 14 days after the first scheduled game.
- Establish Final Waiting List
 - Waiting Lists are not recommended by LL. Late registrations however can be placed on a waiting list. 11 and 12 yr olds can be placed on an intermediate team.



Draft Methods

- BOD determines the Draft Method
 - Must be a Little League Approved Method
- Three Options
 - Plan A
 - Plan B
 - Plan C



Plan A

- Players return to the same team as the year before.
- Last place team selects first, first place team last and ALL rounds follow that order.
- No more than 8 players in any given age group.
- The league may limit the number of lower age levels. Example – 2 10 year olds per team.
- Bonus Picks – Teams requiring more than 8 picks in the draft will have a bonus round AFTER the 4th round. If more than one team needs the bonus round, the order will be the same as that being followed in the draft.



Plan B

- **PLAN B – Re-Draft (Draft is done in 2 parts)**
- **Part One**
 - All the returning players from the previous year are drafted first.
- **Part Two**
 - The players who tried out and who are eligible for the major division draft. (recommend to draft 12 yo first)
- The draft is done in a reverse order method with last place team first in the first round and first place team last.
 - >>>>> Round 1 – 5-4-3-2-1
 - >>>>> Round 2 – 1-2-3-4-5



Plan C

- **PLAN C – Blind Draft**

- Decide how many Major teams will operate for the season
- Managers assigned team number
- Divide the number of 12 year olds into 8 – this is the number allowed for each team and placed in container for drawing
- Players are placed in their own container by each league age
- Players are drawn and placed on team roster based on the team number order – Majors MUST be completed first



Options for Managers

- Managers Must Pre-Identify Options
 - Four player draft options
 - Brother/Sister in the Draft
 - Brother/Sister of Players Currently on a team
 - Son/Daughter of Managers
 - Son/Daughter of Coaches – No new coach can be appointed till after the draft
 - Options must be in writing to the PA 48 hours before the drafts
- **NO GENTLEMEN'S AGREEMENTS!**



Player Data/Rosters

- Review Player Data for Accuracy
 - Submit Via Data Center to Williamsport, PA – via electronic submission only
 - Raw data submitted by April 1st or by the first scheduled game (best to submit data as they sign up)
 - Please Notify DA after Submission
 - Amendments need to be sent in regularly (late registrations and Senior players, etc)



Player Pool

- Reg V:C Alternate Method of Operation
- A pool of players from existing regular season teams can be created with players that are willing to participate in extra games during the regular season when teams are faced with a shortage of rostered players for a regular season game.

What does it Mean?

1. Every regular season player is entitled to be a Pool Player if he/she wants.
2. Pool players can only be used when a team has a “shortage” of players (if a team already has 10 or 11 players for a game, they shouldn't be assigned any Pool players).



Player Pool

Guidelines

- The Player Agent will create and run the Pool Player Pool!
- The Player Agent will use the pool to assign players on a “rotating basis” to specific games when teams are short players.
- Managers/Coaches MAY NOT pick/ choose players from the pool to play for them in any game/games.
- Managers/Coaches using Pool Players NOT Assigned by the Player Agent could be subject to Disciplinary Action by the BOD



Player Transactions

- Maintain the Player List and All player records
- Once rosters are set and the season starts, the PA is responsible for monitoring the number of players on each team and coordinating player replacements
 - All player replacements must be coordinated by the PA – not the affected manager or BOD



Player Transactions

- The Manager will notify the PA of the need for a replacement player
 - If there is a waiting list, the next player shall be assigned. The PA will coordinate the effort (ensuring all age limits / requirements are followed)
 - A Manager may request a Minor player be “called-up” if there is no Major Player on the waiting list



All Star Player Selection

- The PA will oversee the Selection of All Star Players in Accordance with Local League Rules
 - Assure the selection is fair to All Players



All Star Eligibility

- The PA will complete the All Star Team Eligibility Affidavit
 - Including Verification of Documents from Each Player
 - League Age
 - Residence (At Least 3 of the Proof must be between Feb 1st 2018 – Feb 1st 2019) or School Enrollment form dated prior to Oct 1, 2019. Previous years tournament eligibility form intact
 - Game Participation – 60% participation
 - Combined play forms previously submitted and approved.



Player Agents Job

- To protect and advocate for the player and only the player
- If an adult comes to you with a proposal that appears to benefit the adult (in the name of the team or payer) it is probably not a good idea
- You and the president of the league have the most important jobs in the league



Other Info

- Player data to be sent to Little League International in excel format via Little League data base. Blue Sombrero automatically submits player registration data.
- Suggestions on when to have PA training for all star preparedness, affidavits, etc.



Issues?

- If you have any questions during the season don't hesitate to ask for help!
 - The Regional and District staffs are here for you
 - Don't hesitate to contact Carl at azd5da@cox.net or Kris @ azd5adabaseball@gmail.com or your leagues liaison with any questions



Questions

Questions?

Thank you for Attending and your Dedication
to Little League

Training information will be posted to the
District 5 Website
www.azdistrict5.org